



NSU INTERNATIONAL TRAVEL REGISTRATION PROGRAM

USER MANUAL



Office of Risk Management
Office of International Affairs

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International Travel Registration Quick Reference Guide

Faculty/Staff Members/Student Group Coordinator: If applicable, prior to beginning the Travel Registration process, your trip must be approved in ARIBA by your supervisor.

Individual Students: Complete International Travel registration process when requested.

1. Access this link:

<http://www.nova.edu/internationalaffairs/travelreg/index.html>

Please use Internet Explorer to open the link as this will not open properly with Firefox.

2. Click on Faculty/ Staff / Student/ Student Groups- you will be asked to authenticate yourself using your **NSU User Name and Password**.
3. Click on: **Complete the Aon travel registration process** and you will be directed to the FICURMA Travel Page. Please read all of the information under “Safe Travel Policy”, and scroll down to the **VERY BOTTOM OF THAT PAGE** where you will be asked whether or not you have an account for the Travel Management System. **If you have not previously used the system, you will need to request an Aon WorldAware User Name and temporary Password by clicking on the “here” button on the very bottom of the page, and submit the requested information** (you will only need to do this once).

A User Name and temporary Password from Aon WorldAware will be emailed to you within 24/48 hours. If you do not receive this email, please contact Aon WorldAware Operations Center at (312) 470-3063 for assistance. **You will not be able to proceed without a User Name and Password.**

4. Once you receive your User Name and Temporary Password, access the Travel Registration area again <http://www.nova.edu/internationalaffairs/travelreg/index.html> (use Internet Explorer -will not open properly with Firefox or Safari) or open the following URL link <http://www.riskconsole.com>, and proceed as requested.
5. You will be asked to change your Password.
6. Click on the NSU button to enter a level 1, 2 or 3 country, or click on the WorldAware Travel Management System button to enter a level 4 or 5 country.
7. Click on your email address, last name or first name under the **blue Traveler Profile bar** to open and complete your Traveler Profile. **You must complete your Traveler Profile before registering your Trip Details (these are two separate steps). If you don’t have your trip details at this time, you can return to this page and enter this information later.**
8. **IMPORTANT: International trips will not be approved until the Traveler Profile is completed.** The Profile contains several sections so you will need to scroll down the page in order to enter all of the requested information. **YOU MUST REMEMBER TO SAVE ALL THE INFORMATION USING THE SAVE ICON AT THE TOP OR THE BOTTOM OF THE PAGE FOR EVERY PAGE.**

It is important that all of the information be completed so that Aon WorldAware can assist you if you have any questions or require emergency assistance while traveling.

9. After you receive final travel approval and you know your flight and hotel information, return to the International Travel Registration Program page to update you Trip Details

Register your trip with the **U.S. State Department Smart Traveler Program:**

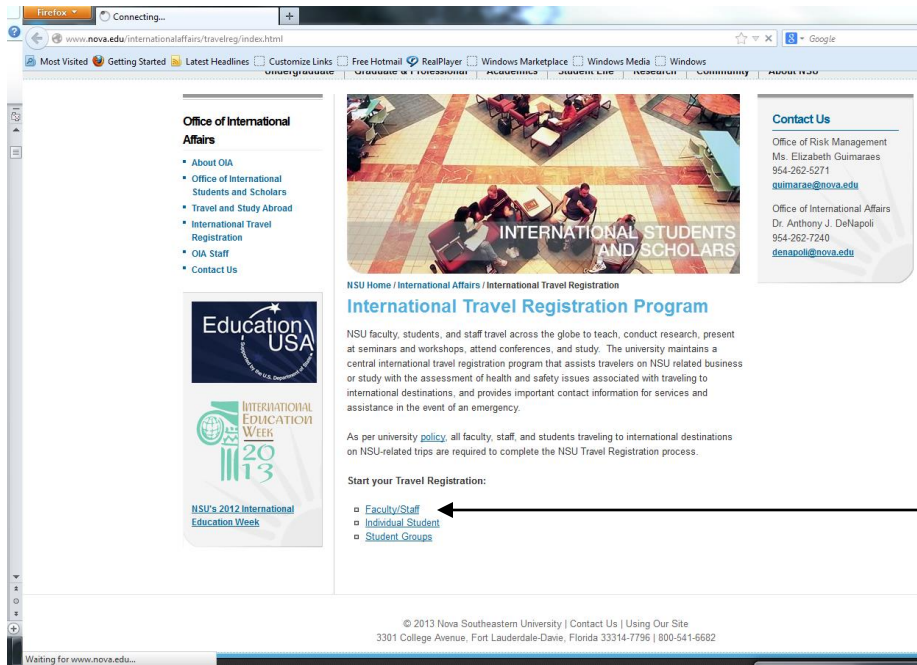
<http://www.nova.edu/internationalaffairs/travelreg/index.html>

Request User Name

Prior to registering your international trip you will need a User Name and Password. Use the following link to open an account in the Travel Management secured database system:

<http://www.nova.edu/internationalaffairs/travelreg/index.html>

Please use Internet Explorer to open the link as this will not open properly with Firefox.



Click on Faculty/ Staff

You will be asked to authenticate yourself using your NSU User Name and Password.

Faculty/Staff International Travel Register

NSU NOVA SOUTHEASTERN UNIVERSITY

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Office of International Affairs

- About OIA
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- Travel and Study Abroad
- International Travel Registration
- OIA Staff
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Education USA

INTERNATIONAL EDUCATION WEEK 2013

NSU's 2012 International Education Week

INTERNATIONAL STUDENTS AND SCHOLARS

NSU Home / International Affairs / International Travel Registration

International Travel Registration Program

Faculty/Staff

If you are faculty or staff member traveling internationally on NSU related business, please follow these steps (you have to go through the three steps in order to complete the process):

1. [Complete the ARIBA travel authorization process](#) to get initial approval (if applicable).
2. [Complete the AON travel registration process](#). The Office of Risk Management notifies the travel office once the trip has been approved.
 - Important note:
 - Please be aware that as you enter this area, you will have to scroll down to the bottom of the page and request an account in order to be able to register.
 - Tips to high risk destinations will be reviewed by ACH WorldAware, and require a risk assessment and secondary approval/authorizations.
3. [Register with the U.S. Department of State Smart Traveler Program](#) after all travel arrangements have been confirmed.
 - Important Note:
 - SMART Traveler Program is available to U.S. citizens and U.S. permanent residents.
 - Please follow the instructions on the Department of State website. This step should be completed only after travel arrangements have been confirmed.

INTERNATIONAL PHONE LOANER PROGRAM

The Telecommunications department has instituted an International Loaner Program for faculty and staff. Phones with international access will be made available to all departments. The traveler will need to contact his/her Department Telecommunications Contact (who is authorized to place the order and to provide the appropriate account code).

- [More information](#)

Contact Us

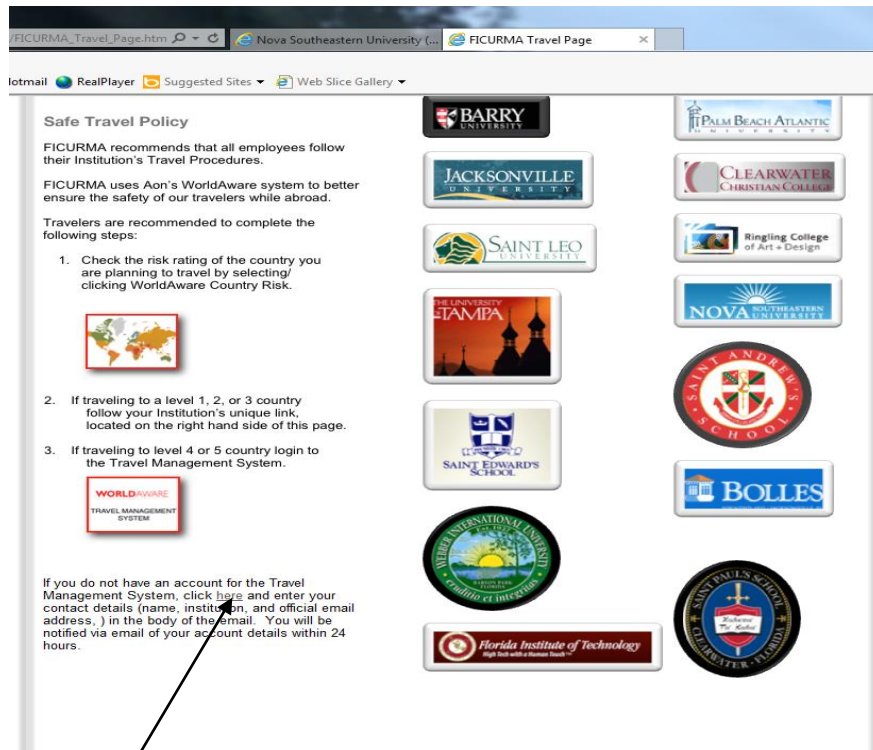
Office of Risk Management
Mrs. Elizabeth Guimaraes
954-262-5271
elizabeth@nova.edu

Office of International Affairs
Dr. Anthony J. Dellapoli
954-262-7249
adelapoli@nova.edu

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3301 College Avenue, Fort Lauderdale-Davie, Florida 33314-7796 | 800-541-6682

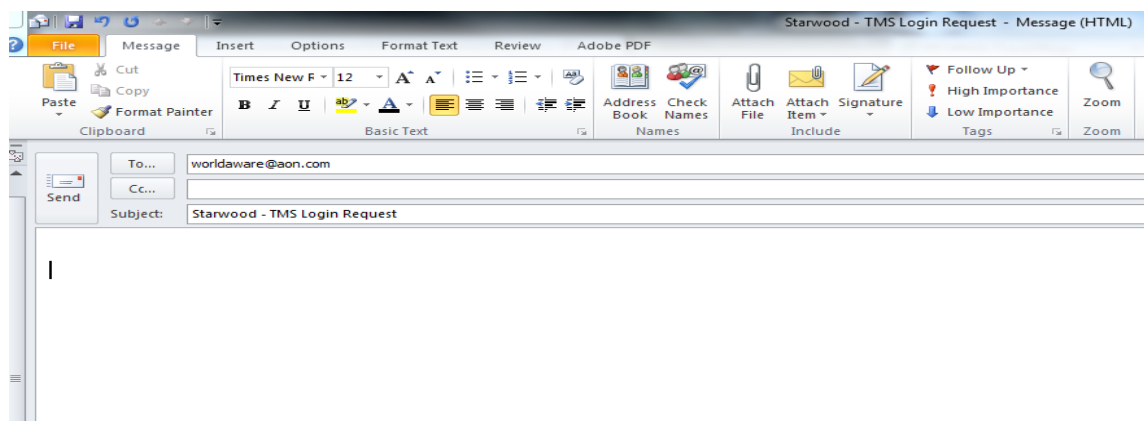
Step 1. Complete the ARIBA Travel Authorization form if not already completed.
Step 2. When the Travel Authorization has been approved, click on Complete the Aon travel registration process.

This is the Travel Page:



All travelers must request an Aon WorldAware User Name and temporary Password (you will only need to do this once). This User Name and Password will be used to create your Traveler Profile and register all international trips. Click [here](#) to request a User Name and temporary Password.

A new email will open:



Enter the following information in the body of the email:

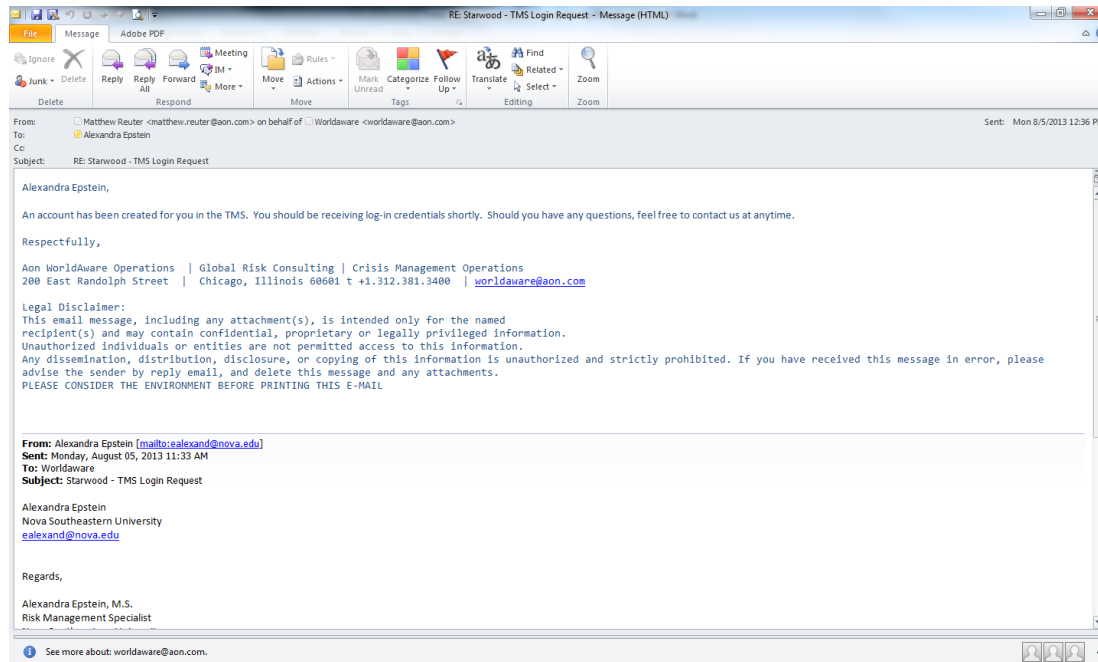
Your name

Nova Southeastern University

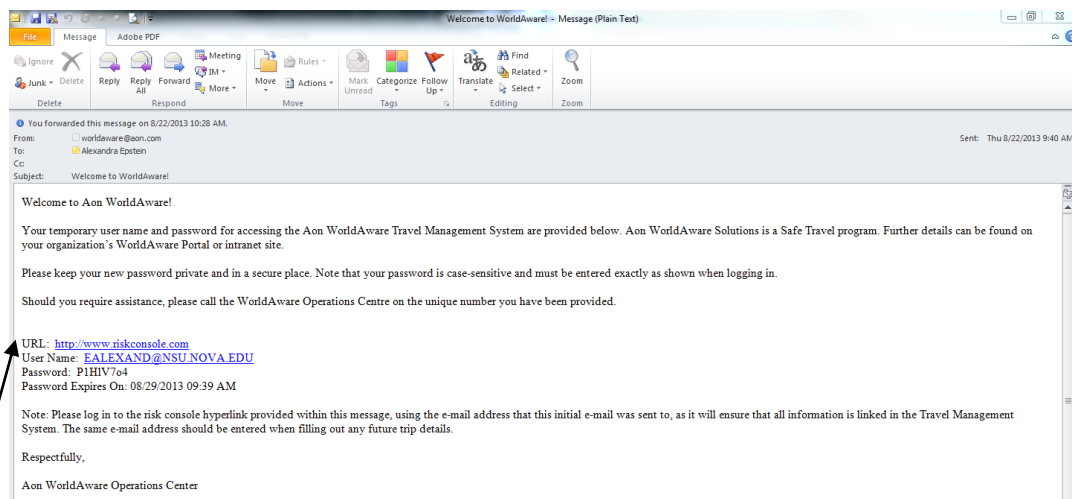
NSU email address

Send the email.

You will receive an email from Aon WorldAware confirming receipt of your request:



A User Name and temporary Password from Aon WorldAware will be emailed to you within 24/48 hours. If you do not receive this email, please contact Aon WorldAware Operations Center at (312) 470-3063 for assistance.



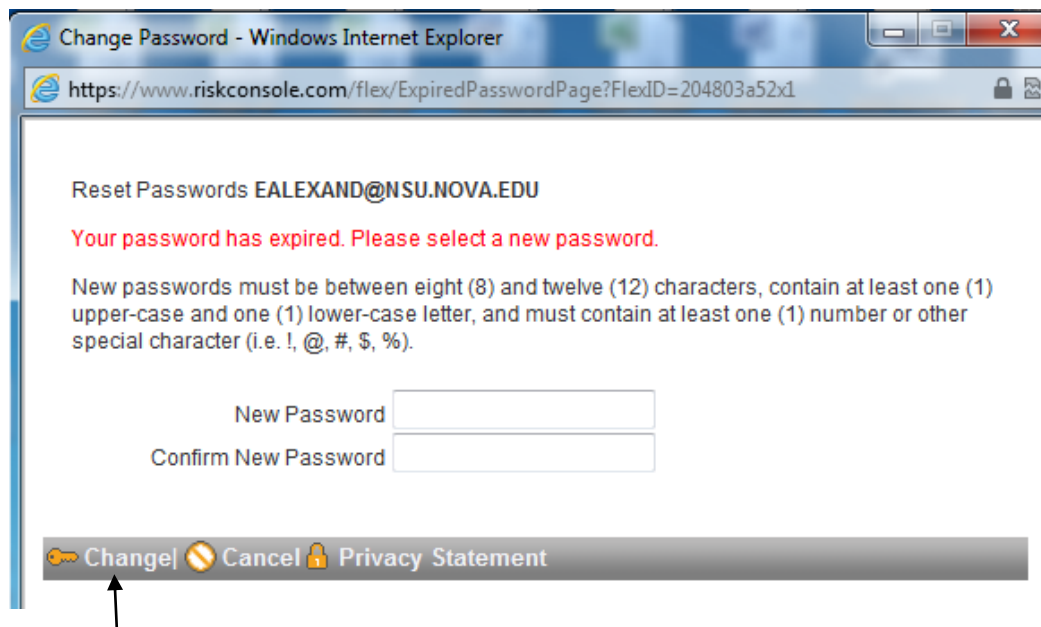
Once you receive your User Name and Temporary Password, use Internet Explorer (will not open properly with Firefox or Safari) to open the following URL link
<http://www.riskconsole.com>.

The following screen will appear:



Your User Name (Nova email address) should prefill. Enter your Nova email address if it does not prefill. Enter the temporary Password in the Password box. Click Login.

You will be asked to reset the temporary Password and create a permanent Password.



Click **Change** after entering your New Password and Confirm New Password. It is important that you remember the permanent Password in order to access the system.

Once completed you will be taken to the Aon WorldAware/RiskConsole Main Page:

The screenshot shows the Aon WorldAware/RiskConsole Main Page. The page has a navigation bar at the top with the Aon logo on the left and the WORLDWARE logo on the right. Below the logos is a menu bar with links: My Console, Reporting, Records, Administration, Help, and Log Off. The main content area is divided into several sections. On the left, there is a 'Traveler Console' section with a 'Traveler User Guide' and a 'Traveler Instructions' section. Below these is the 'Traveler Profile' section, which contains a table with columns: Organisation, Subsidiary/Division, Personal Details Em, Personal Details Fir, Personal Details La, and TRP Review Date. The table has one row with the following data: FICURMA, Nova Southeastern U, esalexand@nsu.nova, Alexandra, Epstein, and 08/22/2014. An arrow points to the 'Personal Details Em' column. To the right of the 'Traveler Profile' section is the 'All Trip Details' section, which contains a table with columns: Proposed Flight Num, Start Date, End Date, Country Risk Level, Country/Location 1, and Country/Location 2. The table is empty, and the text 'No Records Found' is displayed. Below the 'All Trip Details' section is a 'Quick Search - Trip Details' section with various search filters and a 'Run' button.

Traveler Profile

Click on your email address, last name or first name under the blue Traveler Profile bar to open and complete your Traveler Profile. **You must complete your Traveler Profile before registering your Trip Details (these are two separate steps). All international trips will not be approved until the Traveler Profile is completed.**

The Profile contains several sections so you will need to scroll down the page in order to enter all of the requested information. It is important that all of the following information be completed so that Aon WorldAware can assist you if you have any questions or require emergency assistance while traveling.

Traveler Summary:

Traveler: if your email address does not pre-fill, click the drop down box and click on your email address.

Department/Business Unit: type in your School/College/Center/Department/Business Unit name.

Personal Details:

International Dialing Code: use +1 for US based cell phones. Click on the drop down box if +1 does not automatically pre-fill.

https://www.riskconsole.com/?coreId=null&coreTypeId=8899900862&tabCoreTypePrivs=null&tabDirecti - Windows Internet Explorer

Traveler Profile Journal Trip Details

Categories

Traveler Summary
Traveler Personal Details
Traveler Passport Details
Traveler Personal Profile
Next of Kin Details
Date of Submission
User Management
Record Properties

Traveler Passport Details

Primary Passport

Name Shown On Passport

Country of Issue/Nationality Unknown

Passport Number

Date Of Birth

Place of Birth

Date Of Issue

Place of Issue

Date of Expiry

Copy of Primary Passport Browse...

Alternate Passport 1

Name Shown On Passport

Country of Issue/Nationality Unknown

Passport Number

Date Of Birth

Place of Birth

Date Of Issue

Place of Issue

Date of Expiry

Copy of Alternate Passport 1 Browse...

Alternate Passport 2

Primary Passport: this information is critical in the event of an emergency situation.

Copy of Primary Passport: please upload a copy of your passport. If you lose your passport while traveling, you will be able to access the copy of your passport from this system.

https://www.riskconsole.com/?coreId=null&coreTypeId=8899900862&tabCoreTypePrivs=null&tabDirecti - Windows Internet Explorer

Traveler Profile Journal Trip Details

Categories

Traveler Summary
Traveler Personal Details
Traveler Passport Details
Traveler Personal Profile
Next of Kin Details
Date of Submission
User Management
Record Properties

Name Shown On Passport

Country of Issue/Nationality Unknown

Passport Number

Date Of Birth

Place of Birth

Date Of Issue

Place of Issue

Date of Expiry

Copy of Alternate Passport 2 Browse...

Please upload a copy of all passports held

Traveler Personal Profile

Any nickname or other assumed names

Traveler Alternate Email Address

Alternate International Dialling Code N/A

Please enter the cellphone number excluding the international dialling code, leading zeros, spaces and non-numeric values [Travel Alternate Cell Phone Number]

Primary Point of Contact

Partner's Title ☐ Mr. ☐ Ms. ☐ Mrs. ☐ Miss ☐ Dr. ☐ Rev. ☐ Prof. ☒ Unknown ☐ Esq.

Partner's First Name

Partner's Last Name

Names & ages of dependants/children(if applicable)

https://www.riskconsole.com/?coreId=null&coreType=8899900862&tabCoreTypePrvs=null&tabDirecti - Windows Internet Explorer

Traveler Profile Journal Trip Details

Categories

- Traveler Summary
- Traveler Personal Details
- Traveler Passport Details
- Traveler Personal Profile
- Next of Kin Details
- Date of Submission
- User Management
- Record Properties

Physical Description

Ethnicity

Height (Please include units)

Approximate Weight (please include units)

Hair colour

Eye Colour

Any distinguishing features

Primary language spoken and any accent

Critical Medical Information

Any Known Allergies

Any ongoing requirements for prescription or other medication (for example, to manage diabetes, asthma, etc) [Medical information - prescriptions?]

Any requirement for spectacles or contact lenses and and level of requirement (for example, short sighted, glasses wearer, very limited sight without glasses, etc) [Medical information - eyesight?]

Blood Group (if known)

Location of DNA profile (if taken)

https://www.riskconsole.com/?coreId=null&coreType=8899900862&tabCoreTypePrvs=null&tabDirecti - Windows Internet Explorer

Traveler Profile Journal Trip Details

Categories

- Traveler Summary
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- Traveler Personal Profile
- Next of Kin Details
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- Record Properties

Any other medical information we should be aware of? (for example, any phobias, etc) [Medical information - anything else?]

Background Questions

A duress phrase is a phrase or sentence that you might use to indicate that you are concerned about your safety or being held against your will. An example might be requesting to remember to feed a pet that has passed away, or requesting that someone inform a non-existent relative that you are OK. It should be easy to remember, and something that you are unlikely to use by accident. [Duress Phrase]

Duress Phrase 2

A Proof of Life question is a question to which only you would know the answer. It may make your identification easier in certain circumstances. It should not be a closed question (i.e. have a yes or no answer) and should not be easy to guess or ascertain the answer from internet research (so not 'mothers maiden name'). Examples might include the name of a memorable pet or teacher, a location where you met your partner or an obscure detail from your past. [Proof of life]

Proof of Life Answer 1

Proof of Life Question 2

Proof of Life Answer 2

https://www.riskconsole.com/?coreId=null&coreTypeId=8899900862&tabCoreTypePrivs=null&tabDirecti - Windows Internet Explorer

Traveler Profile Journal Trip Details

Categories

- Traveler Summary
- Traveler Personal Details
- Traveler Passport Details
- Traveler Personal Profile
- Next of Kin Details
- Date of Submission
- User Management
- Record Properties

How would you describe yourself - are you an experienced international traveler or an infrequent business traveler? [Background - travel experience]

Have you spent time camping, or did you grow up in a rural community? [Background - outdoor experience]

Do you have any experience either in law enforcement, the military or any other uniformed organization? [Background - any relevant training]

Is there anything about your background that might assist us in understanding how you might behave in a stressful or hostile environment? [Background - stress]

Do you routinely spend time away from home? If so, roughly how frequently and what is the normal duration of your trips? [Background - time away from home]

Is there anyone either professional or personal who you wish to be informed discretely if you are involved in an accident? (Please provide contact details and guidance) [Background - discrete contact]

Next of Kin Details

https://www.riskconsole.com/?coreId=null&coreTypeId=8899900862&tabCoreTypePrivs=null&tabDirecti - Windows Internet Explorer

Traveler Profile Journal Trip Details

Categories

- Traveler Summary
- Traveler Personal Details
- Traveler Passport Details
- Traveler Personal Profile
- Next of Kin Details
- Date of Submission
- User Management
- Record Properties

Next of Kin Details

Primary Next of Kin

Primary Next of Kin Title ☐ Mr. ☐ Ms. ☐ Mrs. ☐ Miss ☐ Dr. ☐ Rev. ☐ Prof. ☒ Unknown ☐ Esq.

Primary Next of Kin First name

Primary Next of Kin Last name

Primary Next of Kin Gender ☒ Unknown ☐ Male ☐ Female

Primary Next of Kin Nationality

Home Address Line 1

Home Address Line 2

Home Address Line 3

Home Address City

Home Address Country

Home Address Zip/Postal Code

Alternate Address Line 1

Alternate Address Line 2

Alternate Address Line 3

Alternate Address City

Alternate Address Country

Alternate Zip/Postal Code

Primary Next of Kin Email

Primary Next of Kin Cell Phone Number

Primary Next of Kin Alternate Cell Phone Number

https://www.riskconsole.com/?coreId=null&coreType=8899900862&tabCoreTypePrivs=null&tabDirecti - Windows Internet Explorer

Traveler Profile Journal Trip Details

Categories

- Traveler Summary
- Traveler Personal Details
- Traveler Passport Details
- Traveler Personal Profile
- Next of Kin Details
- Date of Submission
- User Management
- Record Properties

Primary Next of Kin Home Phone Number

Anything related to the primary next of kin that we should be aware of? [Primary next of kin - comments]

Alternate Next of Kin

Circumstances (if any) in which we should contact the alternate next of kin before the primary next of kin [Alternate next of kin - contact protocol]

Alternate Next of Kin Title ☐ Mr. ☐ Ms. ☐ Mrs. ☐ Miss ☐ Dr. ☐ Rev. ☐ Prof. ☒ Unknown ☐ Esq.

Alternate Next of Kin First Name

Alternate Next of Kin Last Name

Alternate Next of Kin Gender ☒ Unknown ☐ Male ☐ Female

Alternate Next of Kin Relationship to You

Alternate Next of Kin Nationality

Home Address Line 1

Home Address Line 2

Home Address Line 3

Home Address City

Home Address Country

Home Address Zip/Postal Code

Alternate Address Line 1

https://www.riskconsole.com/?coreId=null&coreType=8899900862&tabCoreTypePrivs=null&tabDirecti - Windows Internet Explorer

Traveler Profile Journal Trip Details

Categories

- Traveler Summary
- Traveler Personal Details
- Traveler Passport Details
- Traveler Personal Profile
- Next of Kin Details
- Date of Submission
- User Management
- Record Properties

Alternate Address Line 2

Alternate Address Line 3

Alternate Address City

Alternate Address Country

Alternate Address Zip/Postal Code

Alternate Next of Kin Email Address

Alternate Next of Kin Cell Phone

Alternate Next of Kin Alternate Cell Phone

Alternate Next of Kin Home Phone Number

Anything relating to the alternate next of kin that we should be aware of. [Alternate next of kin - comments]

Date of Submission

Submit Profile? ☐ Yes ☒ No

Date of Submission

TPP Review Date

User Management

User Creation ☒ Create User ☐ Reset Password ☐ Disable User ☐ Amend Details ☐ User Created/Amended

User Account NOT Required

User Description


User ID

Date User Created

Date of Submission:

Submit Profile: click Yes

The remaining boxes do not require any input.

Click the orange disk  on the upper left corner to **SAVE** your Traveler Profile.

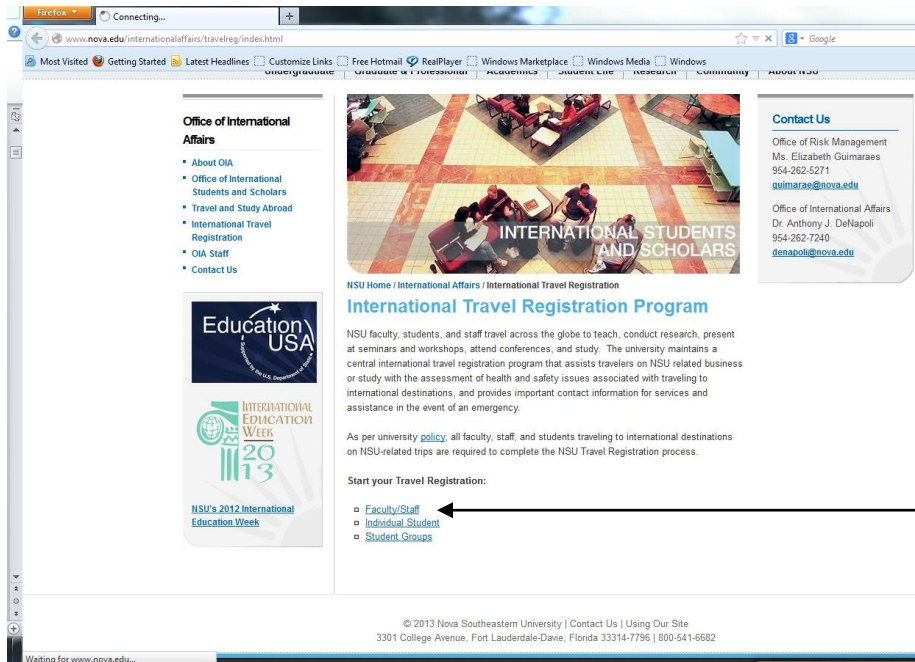
You must Submit and Save your Traveler Profile. You can access/modify/update your Traveler Profile at any time.

Registering International Trips

Use the following link to open the Travel Page:

<http://www.nova.edu/internationalaffairs/travelreg/index.html>

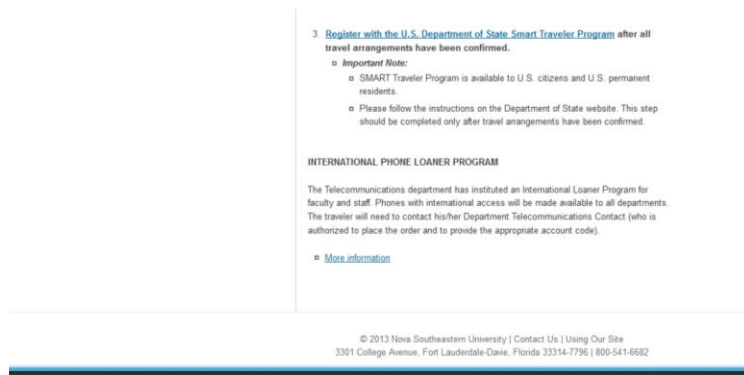
Please use Internet Explorer to open the link as this will not open properly with Firefox.



Click on Faculty/ Staff

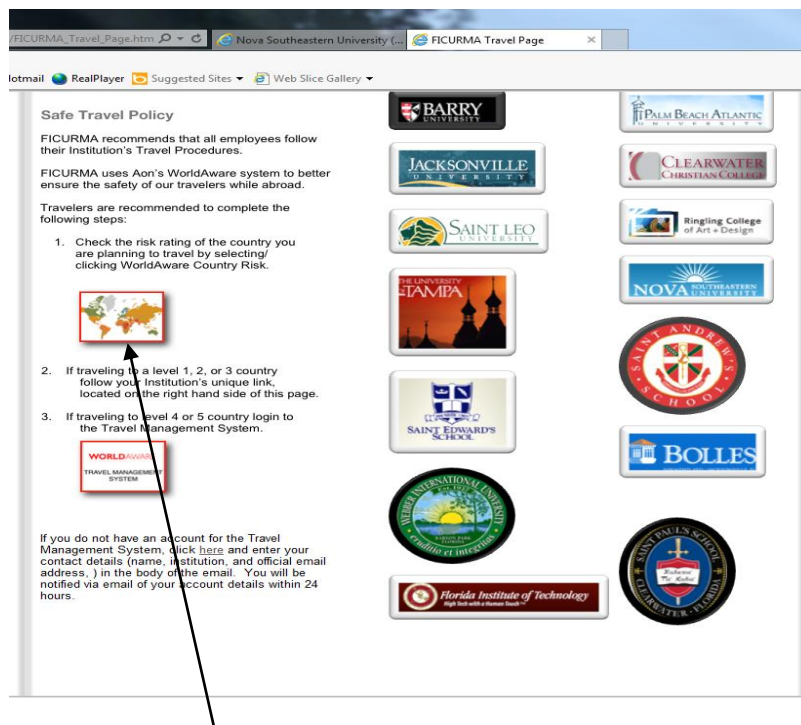
You will be asked to authenticate yourself using your NSU User Name and Password.





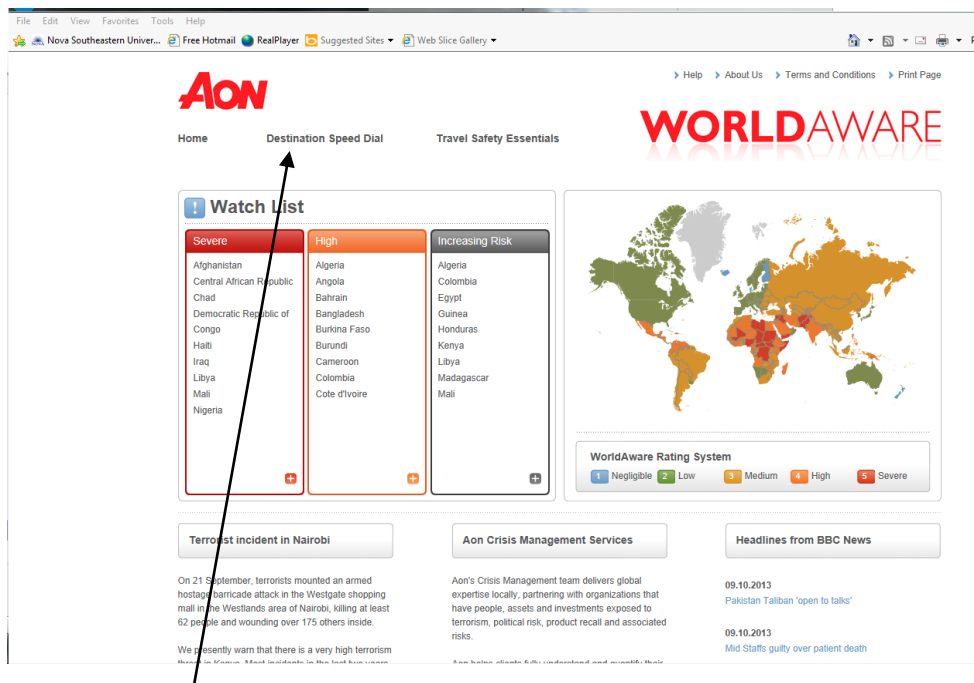
Step 1. Complete the Ariba Travel Authorization form if not already completed.
 Step 2. When the Travel Authorization has been approved, click on Complete the Aon travel registration process.

This is the Travel Page:

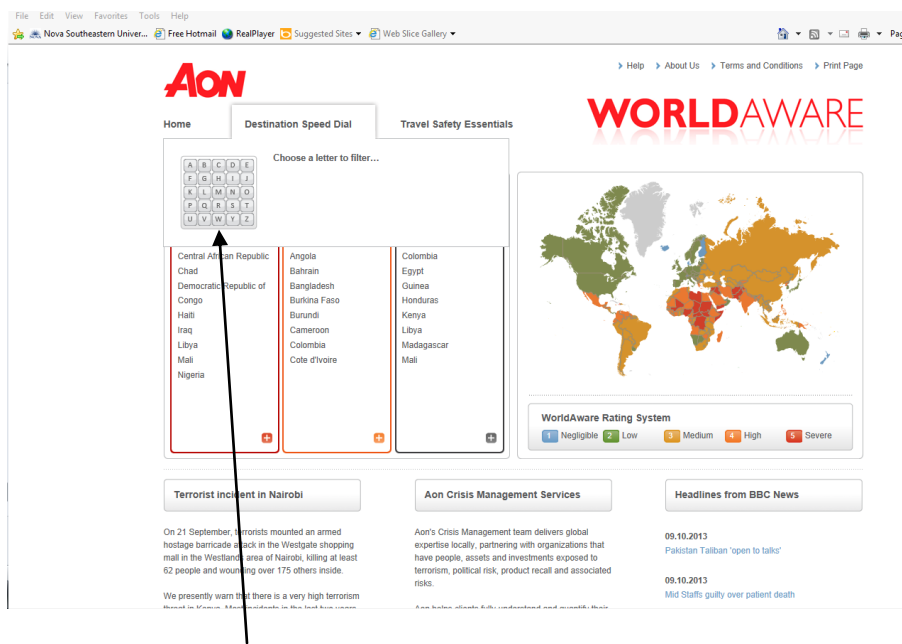


Aon WorldAware risk rates all countries using a 1 to 5 scale. 1 being the lowest risk and 5 being the highest risk. As per University policy countries with a 4 or 5 risk rating will need to be risk assessed by Aon WorldAware and require secondary approval from the NSU Risk Management Office and your Dean/Vice President/Unit Head. A sample Risk Assessment can be viewed in Appendix A.

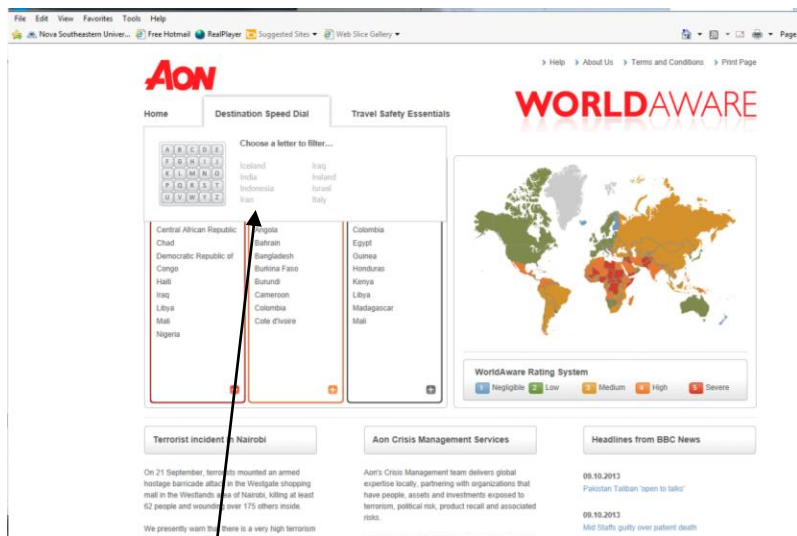
Step 1: Click on the world map to check the risk rating of the country you are planning to travel.



Click on Destination Speed Dial to search for the country by letter.



Click on the appropriate letter.



Click on the country.

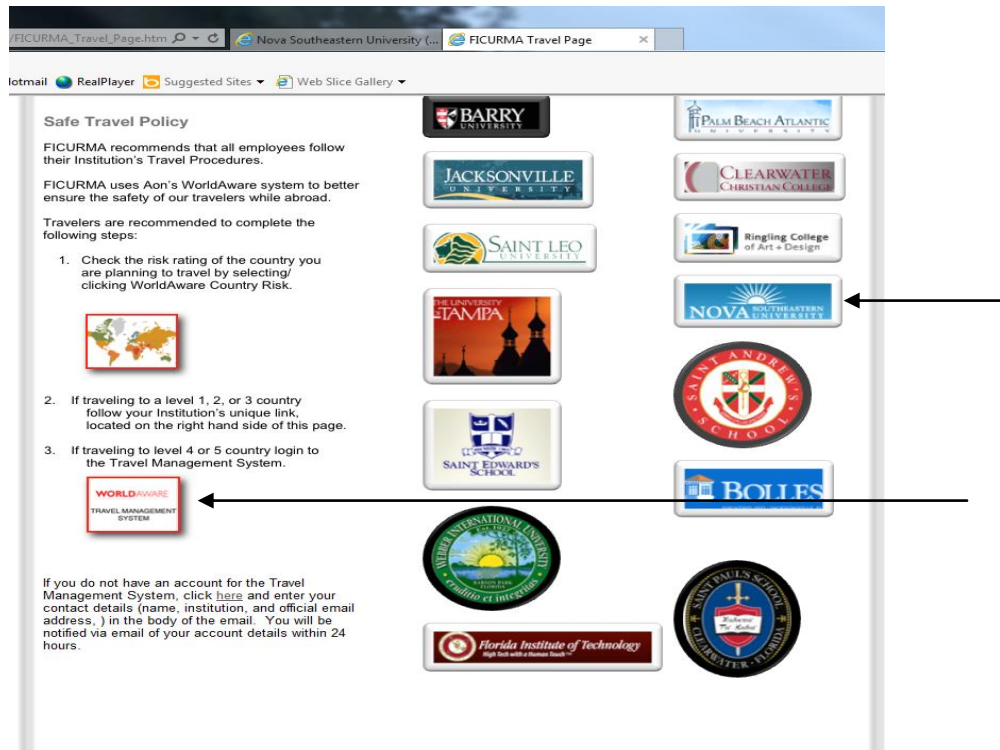
Ireland for example:



The number on the upper left is the risk level.

This page contains quite a bit of information. Scroll down the page to find the Traveller's Situation Brief, Travel Safety Essentials, Cultural Awareness, Safety Advice, Weather, Local Time, Connectivity, Emergency Numbers, etc. Each country will provide the same detailed information.

Close the link and return to the Travel Page to follow the next step.



Step 2:

Level 1, 2 or 3 country: click on the Nova button

Level 4 or 5 country: click on the WorldAware Travel Management System button (you will need your Aon WorldAware User Name and Password to complete this section)

Level 1, 2 or 3 Country Registration

The screenshot shows a web browser window with the address bar displaying "FICURMA Travel Page". The page content includes a "Safe Travel Policy" section on the left and a grid of university logos on the right. The logos include Barry University, Jacksonville University, Saint Leo University, University of Tampa, Saint Edward's School, Florida Institute of Technology, Palm Beach Atlantic University, Clearwater Christian College, Ringling College of Art + Design, Nova Southeastern University, Saint Andrews School, Bolles, and Saint Leo's School. A black arrow points from the "NOVA SOUTHEASTERN UNIVERSITY" logo to the "Click on the Nova button" instruction below.

Safe Travel Policy

FICURMA recommends that all employees follow their Institution's Travel Procedures.

FICURMA uses Aon's WorldAware system to better ensure the safety of our travelers while abroad.

Travelers are recommended to complete the following steps:

1. Check the risk rating of the country you are planning to travel by selecting/clicking WorldAware Country Risk.
2. If traveling to a level 1, 2, or 3 country follow your Institution's unique link, located on the right hand side of this page.
3. If traveling to level 4 or 5 country login to the Travel Management System.

If you do not have an account for the Travel Management System, click [here](#) and enter your contact details (name, institution, and official email address,) in the body of the email. You will be notified via email of your account details within 24 hours.

Click on the Nova button

The screenshot shows the Aon WorldAware registration page. The page has a header with the Aon logo and "WORLDWARE". Below the header, there is a "Client:" section with instructions. A black arrow points from the "Click on the Nova button" instruction to a button labeled "Nova Southeastern University" in the top right corner of the page.

Aon **WORLDWARE**

Client:

Please ensure you have read through your Organization's Safe Travel Program before submitting this form.

Prior to completing this form it is recommended that you review the Country Risk Information to confirm the risk rating of the country to which you are planning to travel.

If you are travelling to a WorldAware level 4 and 5 category Country, please submit your journey directly into the WorldAware Travel Management System.

<http://www.riskconsole.com>

If you do not have an account for the Travel Management System, you must submit a request for an account to the WorldAware Operations Center at the following email address, WorldAware@aon.com prior to logging your trip. Please provide your contact details (name, Organization, and official email address) in the body of the email. You will be notified via email of your account details within 24 hours. You can also contact the WorldAware Operations Center at:

Client Unique Phone No:

If you are travelling to a WorldAware level 1, 2 or 3 category country, please submit your travel details on the following page.

Please select the right facing yellow arrow to begin.

Click on the right pointing orange arrow



The screenshot shows a web browser window with the Aon WorldAware logo at the top. The form is divided into two main sections: 'Traveller' and 'Trip Detail'. In the 'Traveller' section, there are fields for Title, First Name, Last Name, Email, IDD Country Code, Mobile / cellphone, and Department / Business Unit. In the 'Trip Detail' section, there is a field for Proposed Flight No(s) and a section for 'Countries & cities being visited' which includes five rows of Country, City, From, and To fields. Arrows point to the following fields: the IDD Country Code dropdown, the Department / Business Unit text box, the Proposed Flight No(s) text box, and the right-pointing orange arrow at the bottom right of the form.

Enter the requested information.

Traveler:

IDD Country Code: use +1 for US based cell phones. Click on the drop down box to choose +1.

Department/Business Unit: type in your College/Department/Business Unit

Trip Detail:

Proposed Flight No(s): you can leave this blank if you do not have any information

Click on the right pointing orange arrow



Trip Details Verification

Following is a summary of the information that you entered

THIS PROCESS IS NOT YET COMPLETE.
PLEASE CLICK SAVE TO SUBMIT THE TRIP DETAILS

Traveller:


Title: Mrs
First Name: Elizabeth
Last Name: Guimaraes
Email: guimaraes@nova.edu
IDO Country Code: +1
Mobile / cellphone: 954-999-9999
Department / Business Unit: Finance


Trip Detail:

Proposed Flight No(s)		From	To
Country 1: Bahamas	From 1: 11/10/2013	To 1: 12/10/2013	
City 1: Nassau	From 2:	To 2:	
Country 2:	From 3:	To 3:	
City 2:	From 4:	To 4:	
Country 3:	From 5:	To 5:	
City 3:			
Country 4:			
City 4:			
Country 5:			
City 5:			

Type the two words: 45952645

If this information is correct, click the Save button to submit the Trip Details

Verify the information is correct. If corrections are needed, click on the left pointing orange arrow  and make corrections on the previous page.

If the information is correct, type the two words in the security box. Click on the orange disk  in the lower right corner to save the trip.

AON **WORLDWARE**

Trip Details Submission Confirmed

Trip details reference number: 2896.
Please record this number for your reference.

Following is a summary of the information that you entered


Traveller:

Title: Mrs
First Name: Elizabeth
Last Name: Guimaraes
Email: guimaraes@nova.edu
IDO Country Code: +1
Mobile / cellphone: 954-999-9999
Department / Business Unit: Finance

Trip Detail:

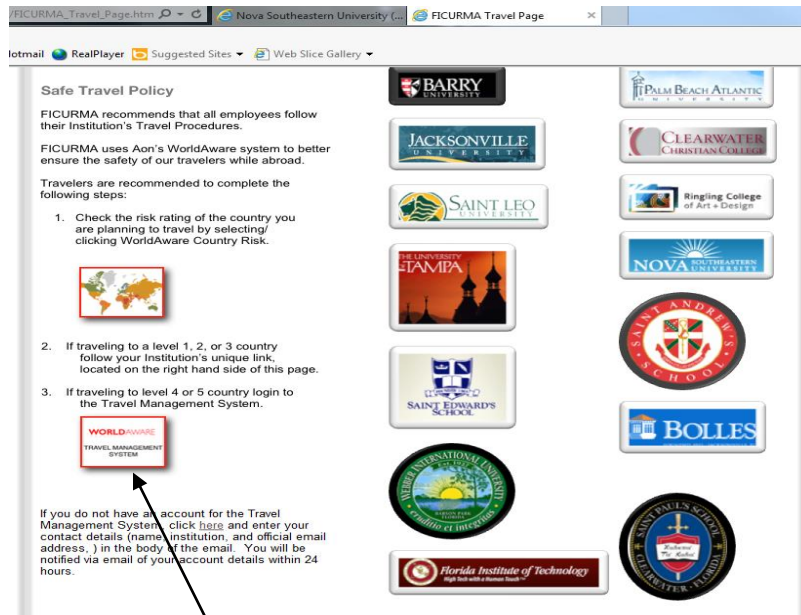
Proposed Flight No(s)		From	To
Country 1: Bahamas	From 1: 11/10/2013	To 1: 12/10/2013	
City 1: Nassau	From 2:	To 2:	
Country 2:	From 3:	To 3:	
City 2:	From 4:	To 4:	
Country 3:	From 5:	To 5:	
City 3:			
Country 4:			
City 4:			
Country 5:			
City 5:			

Please record this number for your reference.

You will receive immediate confirmation that the trip has been registered. Click on the orange X  to exit this screen.

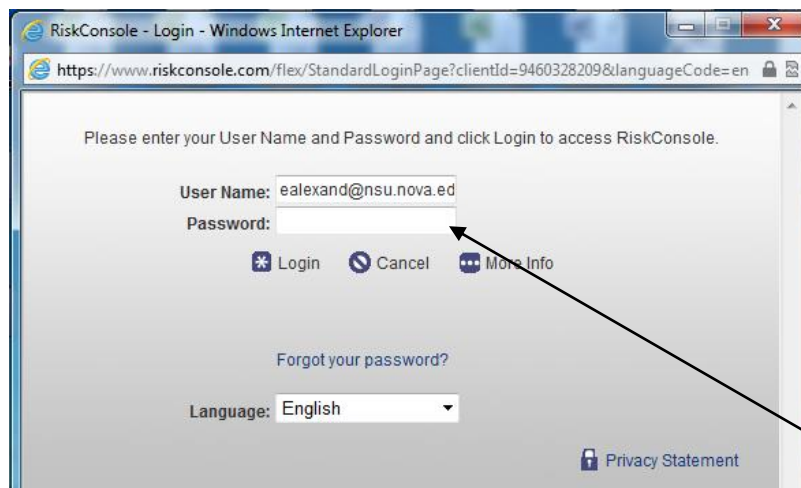
The NSU Risk Management Office will be notified of the trip registration. The NSU Risk Management Office will review/approve the trip and notify the traveler and the NSU Travel Office.

Level 4 or 5 Country Registration



Click on the WorldAware Travel Management System button. In order to continue you must have your Aon WorldAware User Name and Password.

The following screen will appear:

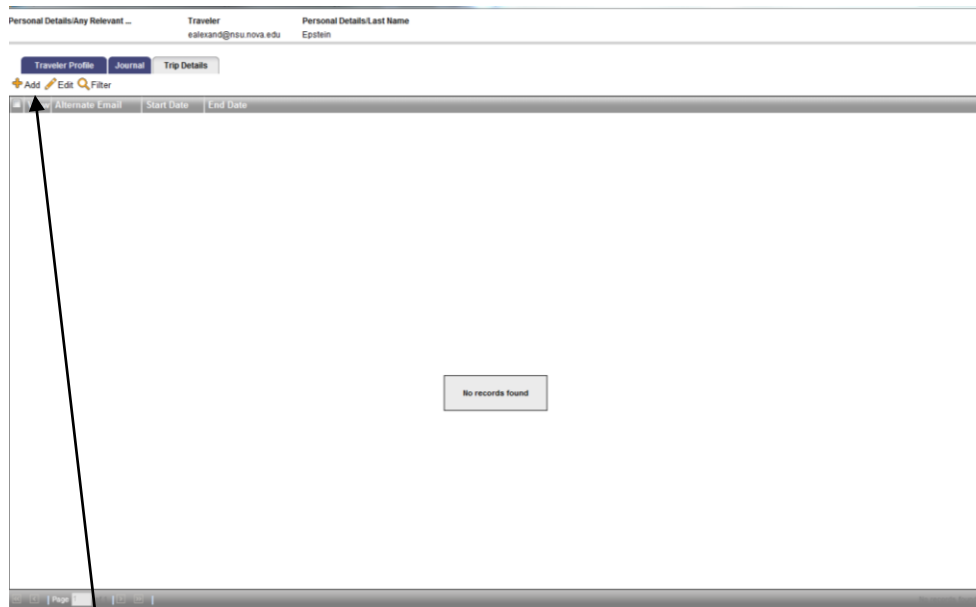


Your User Name (Nova email address) will prefill. Enter the Password in the Password box. Click Login.

You will be taken to the Aon WorldAware/RiskConsole Main Page:

Click on your email address, last name or first name under the blue Traveler Profile bar to open and enter your trip.

Click on Trip Details to enter the trip.



Click Add  Add .

You will need to scroll down the page in order to enter all of the requested information. It is important that all of the following information be completed so that Aon WorldAware can assist you if you have any questions or require emergency assistance while traveling. Lines in yellow and gray do not require a response. If you do not have all of the specific details, enter as much information as possible. You can return to this page at any time to complete/update your record prior to departure.

Trip Summary:

Traveler: if your email address does not pre-fill, click the drop down box and click on

your email address.

Categories

Trip Details

Proposed Flight Number(s)

Start Date * 10/17/2013 End Date * 10/22/2013

Country Risk Level Risk Level 5

Trip Description * Test Trip

Check Call Time

Local time you wish check calls to be made (24 hour clock)

Alternate Email

Alternate International Dialing Code N/A

Alternate Mobile/Celphone

Alternate Carrier Not Selected

Alternate Email to SMS

Location

Note: If you are visiting more than 5 countries, please create additional Trip Details

Save Cancel

Location	Country	Cities	From Date	To Date
Location 1	Jamaica	Kingston	10/17/2013	10/18/2013
Location 2	Jamaica	Montego Bay	10/18/2013	10/22/2013
Location 3	Unknown	/ /	/ /	/ /
Location 4	Unknown	/ /	/ /	/ /

Trip Details:

Start and End Date: click on the calendar button and click on the appropriate dates.

Location: Enter each city/country on a separate line.

Categories

Risk Factor 1 - Personal Profile

On this trip, will your profile mostly be Not Selected

On this trip, are you traveling mostly: Select Option

Are you any of the following:

A member of the Executive or Management Committees ☐ Yes ☒ No

Well known or have your photo on your website ☐ Yes ☒ No

Likely to wear company branded clothing ☐ Yes ☒ No

Involved in hostile mergers or acquisitions ☐ Yes ☒ No

Doing business with a government organization in the country to which you are traveling [Risk 1 - government business?]

☐ Yes ☒ No

Is there anything Worldwide Operations Centre should know about your profile? For example, you may wish to disclose any medical, personal, ethnic or religious concerns you may have in relation to your trip. All information will be treated in strictest confidence. [Risk 1 - profile - anything else?]

Risk Factor 1 Score 5

Risk Factor 2 - Group Profile

Are you travelling as part of a group? ☐ Yes ☐ No ☒ Unknown

What is the Group?

Has the groups visit been advertised, or publicised in the country of travel? [Risk 2 - group - publicised?]

☐ Yes ☒ No

Could the groups activities be in any way controversial in the country of travel? [Risk 2 - group - controversial?]

☐ Yes ☒ No

https://www.riskconsole.com/?coreId=null&coreTypeId=88999009820tabCoreTypePrivs=null&tabDirect= - Windows Internet Explorer

Trip Details Incident Trips per Country

Categories

- Trip Summary
- Traveler
- Trip Details
- Location
- Risk Factor 1 - Personal Profile
- Risk Factor 2 - Group Profile
- Risk Factor 3 - Activity Profile
- Risk Factor 4 - Reception and Orientation
- Risk Factor 5 - Accommodation
- Risk Factor 6 - Other Locations
- Risk Factor 7 - Transport Arrangements
- Risk Factor 8 - Security
- Risk Factor 9 - Exit Considerations
- Risk Factor 10
- Data Travel Sheet Completion
- Record Properties

Could the groups activities be in any way controversial in the country of travel? [Risk 2 - group - controversial?]

☐ Yes ☒ No

Could the groups activities attract the attention of the state or are they related to a major business deal or state related contracts? [Risk 2 - group - state related?]

☐ Yes ☒ No

How big is the group?

Will the group be wearing any branded clothing? ☐ Yes ☒ No

Is there anything Worldware Operations Centre should know about the profile of the group? [Risk 2 - group - anything else?]

Risk Factor 2 Score

Risk Factor 3 - Activity Profile

What general activities are planned?

Are you planning to socialize outside of hotel or office environments? [Risk 3 - activity - socializing?]

☐ Yes ☒ No

Socializing Description

Is there a plan to visit any tourist locations? [Risk 3 - activity - tourism?]

☐ Yes ☒ No

Visit Details

https://www.riskconsole.com/?coreId=null&coreTypeId=88999009820tabCoreTypePrivs=null&tabDirect= - Windows Internet Explorer

Trip Details Incident Trips per Country

Categories

- Trip Summary
- Traveler
- Trip Details
- Location
- Risk Factor 1 - Personal Profile
- Risk Factor 2 - Group Profile
- Risk Factor 3 - Activity Profile
- Risk Factor 4 - Reception and Orientation
- Risk Factor 5 - Accommodation
- Risk Factor 6 - Other Locations
- Risk Factor 7 - Transport Arrangements
- Risk Factor 8 - Security
- Risk Factor 9 - Exit Considerations
- Risk Factor 10
- Data Travel Sheet Completion
- Record Properties

Is there a plan to attend any events or conferences? [Risk 3 - activity - events or conferences?]

☐ Yes ☒ No

Events/Conferences descriptions

Is there anything Worldware Operations Centre should know about your planned activities? [Risk 3 - activity - anything else?]

Risk Factor 3 Score

Risk Factor 4 - Reception and Orientation

Are you being met at your arrival port by either a colleague, or a designated driver/guide? [Risk 4 - orientation - reception?]

☐ Yes ☒ No

Are you taking public transport or taxi from the port of arrival? [Risk 4 - orientation - transport?]

☐ Yes ☒ No

Has a colleague or third party been allocated to brief you on arrival in relation to safety issues and orientation? [Risk 4 - orientation - briefing?]

☐ Yes ☒ No

Will you have a guide/cortical colleague with you for the majority of the trip? [Risk 4 - orientation - guide?]

☐ Yes ☒ No

Is there anything Worldware Operations Centre should know about your reception and orientation? [Risk 4 - orientation - anything else?]

Risk Factor 4 Score

Risk Factor 5 - Accommodation

Please enter the details of the accommodation in which you are planning to stay during your visit

https://www.riskconsole.com/?coreId=null&coreType=8899900982&tabCoreType=915=&null&tabDirect - Windows Internet Explorer

Trip Details Incident Trips per Country

Categories

- Trip Summary
- Traveler
- Trip Details
- Location
- Risk Factor 1 - Personal Profile
- Risk Factor 2 - Group Profile
- Risk Factor 3 - Activity Profile
- Risk Factor 4 - Reception and Orientation
- Risk Factor 5 - Accommodation
- Risk Factor 6 - Other Locations
- Risk Factor 7 - Transport Arrangements
- Risk Factor 8 - Security
- Risk Factor 9 - Exit Considerations
- Risk Factor 10
- Data Travel Sheet Completion
- Record Properties

Save Cancel

Accommodation	Name Of Accommodation	Country	City	From Date	To Date	Accommodation Profile
Accommodation 1	Marriott Hotel	Jamaica	Kingston	10/17/2013	10/18/2013	Other International Ho
Accommodation 2	Marriott Hotel	Jamaica	Montego Bay	10/18/2013	10/22/2013	Other International Ho
Accommodation 3	Unknown	Unknown		//	//	Not Selected
Accommodation 4	Unknown	Unknown		//	//	Not Selected
Accommodation 5	Unknown	Unknown		//	//	Not Selected
Accommodation 6	Unknown	Unknown		//	//	Not Selected
Accommodation 7	Unknown	Unknown		//	//	Not Selected
Accommodation 8	Unknown	Unknown		//	//	Not Selected
Accommodation 9	Unknown	Unknown		//	//	Not Selected
Accommodation 10	Unknown	Unknown		//	//	Not Selected

Will your accommodations be booked prior to your departure date? [Risk 5 - accommodation - pre-booked?]

☐ Yes ☒ No

Is there anything Worldware Operations Centre should know about your accommodation? [Risk 5 - accommodation - anything else?]

Risk Factor 5 Score 5

Risk Factor 6 - Other Locations

Please enter the details of any other locations, for example - places of work, operational sites, you are planning to visit during your trip

Save Cancel

Other Location	Country	City	Location Description	From Date	To Date	Planned Activity
Other Location 1	Unknown			//	//	
Other Location 2	Unknown			//	//	
Other Location 3	Unknown			//	//	
Other Location 4	Unknown			//	//	

Accommodation: enter each hotel on a separate line.
Other Location: enter other locations/places you plan on visiting.

https://www.riskconsole.com/?coreId=null&coreType=8899900982&tabCoreType=915=&null&tabDirect - Windows Internet Explorer

Trip Details Incident Trips per Country

Categories

- Trip Summary
- Traveler
- Trip Details
- Location
- Risk Factor 1 - Personal Profile
- Risk Factor 2 - Group Profile
- Risk Factor 3 - Activity Profile
- Risk Factor 4 - Reception and Orientation
- Risk Factor 5 - Accommodation
- Risk Factor 6 - Other Locations
- Risk Factor 7 - Transport Arrangements
- Risk Factor 8 - Security
- Risk Factor 9 - Exit Considerations
- Risk Factor 10
- Data Travel Sheet Completion
- Record Properties

Is there anything Worldware Operations Centre should know about your other locations? [Risk 6 - other locations - anything else?]

Risk Factor 6 Score 5

Risk Factor 7 - Transport Arrangements

Are you planning to use public transport? ☐ Yes ☒ No

Are you planning to use Taxis? ☐ Yes ☒ No

Are you being driven by a colleague/third party for the majority of the trip? [Risk 7 - transport - driver?]

☐ Yes ☒ No

Will you self drive at any point during the trip? ☐ Yes ☒ No

Will you be using enhanced (armored) vehicles? ☐ Yes ☒ No

Is there anything Worldware Operations Centre should know about your transport arrangements? [Risk 7 - transport - anything else?]

Risk Factor 7 Score 5

Risk Factor 8 - Security

Are you using a third party security provider for this trip? [Risk 8 - security - security provider?]

☐ Yes ☒ No

Security Company Name

Services provided

Security Company Phone Number

Security company Email

https://www.riskconsole.com/?coreId=null&coreTypeId=8899900982&tabCoreTypePris=null&tabDirecti - Windows Internet Explorer

Trip Details Incident Trips per Country

Categories

- Trip Summary
- Traveler
- Trip Details
- Location
- Risk Factor 1 - Personal Profile
- Risk Factor 2 - Group Profile
- Risk Factor 3 - Activity Profile
- Risk Factor 4 - Reception and Orientation
- Risk Factor 5 - Accommodation
- Risk Factor 6 - Other Locations
- Risk Factor 7 - Transport Arrangements
- Risk Factor 8 - Security
- Risk Factor 9 - Exit Considerations
- Risk Factor 10
- Data Travel Sheet Completion
- Record Properties

Have you made any enhanced accommodation security arrangements? [Risk 8 - security - accommodation?]

☐ Yes ☒ No

Enhanced accommodation security details

What security arrangements have been made for other locations? [Risk 8 - security - other locations?]

What transport security arrangements have been made? [Risk 8 - security - transport?]

Is executive protection being provided? ☐ Yes ☒ No

Is there anything WorldAware Operations Centre should know about your security arrangements? [Risk 8 - security - anything else?]

Risk Factor 8 Score

Risk Factor 9 - Exit Considerations

WorldAware Operations Centre will consider how easy it may be for response consultants to assist you if you have an incident while travelling. Is there anything about your planned itinerary, the locations you are planning to visit or the communications where you are going that you think may affect how WorldAware Operations Centre or a response consultant can assist you in the event of an incident

Exit Consideration Details

https://www.riskconsole.com/?coreId=null&coreTypeId=8899900982&tabCoreTypePris=null&tabDirecti - Windows Internet Explorer

Trip Details Incident Trips per Country

Categories

- Trip Summary
- Traveler
- Trip Details
- Location
- Risk Factor 1 - Personal Profile
- Risk Factor 2 - Group Profile
- Risk Factor 3 - Activity Profile
- Risk Factor 4 - Reception and Orientation
- Risk Factor 5 - Accommodation
- Risk Factor 6 - Other Locations
- Risk Factor 7 - Transport Arrangements
- Risk Factor 8 - Security
- Risk Factor 9 - Exit Considerations
- Risk Factor 10
- Data Travel Sheet Completion
- Record Properties

Risk Factor 9 Score

Risk Factor 10

WorldAware Operations Centre will review the specific risks of your planned trip, including whether any major events are planned, or whether anyone with a similar profile has recently been targeted. Is there anything else about your planned trip that you think WorldAware Operations Centre should be aware of when considering your safety on this planned trip?

Any other details

Risk Factor 10 Score

Data Travel Sheet Completion

Trip Details Status

Traveler

The WorldAware Operations centre is only able to assess your proposed journey based on the information you provide. Please ensure you have completed each section of the form in as much detail as possible before submitting.

Provisional trips will not be submitted for review, yet can still be saved

Trip Status

Submit Trip Details

☒ Yes

By selecting this radial, I agree that I have read and fully understand my company's Safe Travel Policies and Procedures. I have also navigated to the Country Risk Information page provided by Am Worldware Operations Center, reviewed, and fully understand the country risk rating associated with the trip I am submitting for risk assessment. (Company's Safe Travel Policies and Procs Agreement)

☒ Yes

Date/Time Completed by Traveler

Local Date

WorldAware Operations Centre

Review Status

Traveler:

Submit Trip Details: click Yes


Safe Travel Policies and Procedures: click Yes


The screenshot shows the 'Risk Manager' section of a web application. Under the heading 'Check calls needed for this trip? If check call preferences differ from client profile settings, indicate in risk manager comments section [Check calls needed for this trip?]', the 'Yes' radio button is selected. An arrow points to this button. Below this are three text input fields for 'Risk Manager Comments', 'Risk Manager Comments 2', and 'Risk Manager Comments 3'. The left sidebar contains a list of categories including Trip Summary, Traveler, Trip Details, Location, and various Risk Factors.

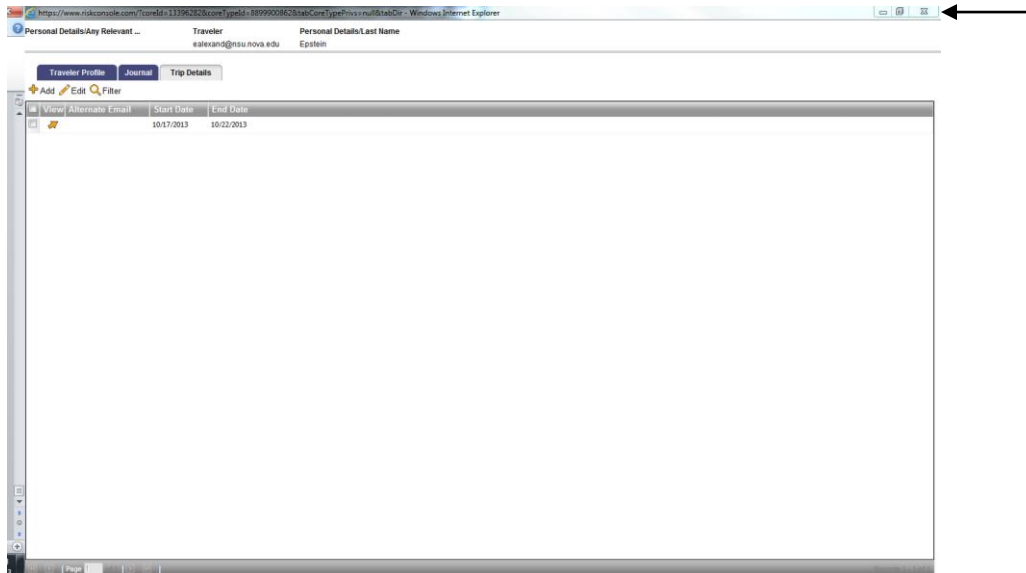
Risk Manager:


Check calls: click Yes. The University requires check calls for all trips to risk level 4 and 5 countries. While traveling, Aon WorldAware will contact you every 48 hours via your cell phone and/or email address to check on your well being. It is important that you respond to these telephone calls/emails. Failure to respond will cause Aon WorldAware to inform the NSU Risk Management Office. NSU Risk Management will then contact your Dean/Vice President/Unit Head to check on your status.

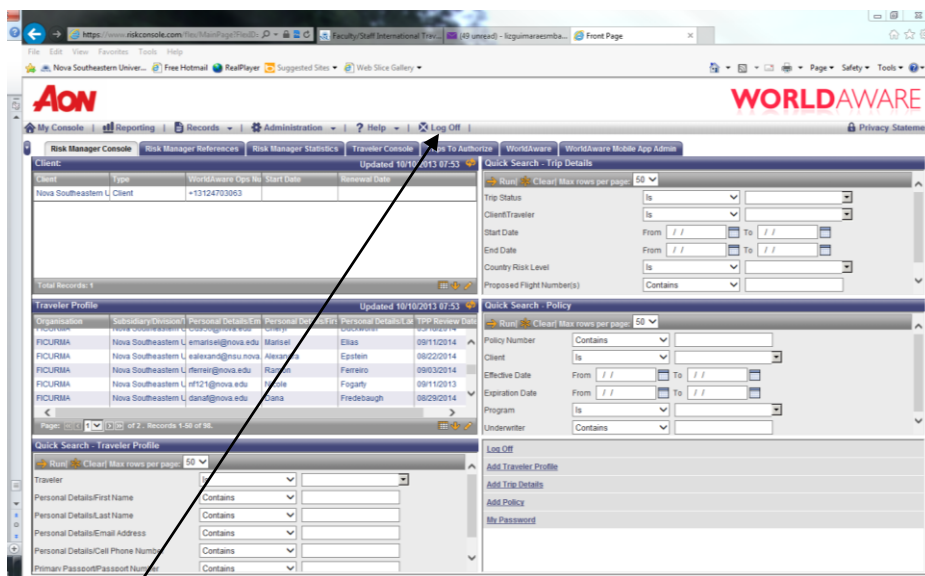
This screenshot shows the 'Record Properties' section of the 'Risk Manager' web application. It includes fields for 'Online Intake Confirmation Number', 'Created By', 'Created Date', 'Last Updated By', and 'Last Updated Date'. An arrow points to the orange disk icon in the top right corner of the application window, which is used to save the trip. The left sidebar is the same as in the previous screenshot.

Click the orange disk  on the upper left corner to save your Trip.

Click on the orange X  to return to the Trip Details Page.

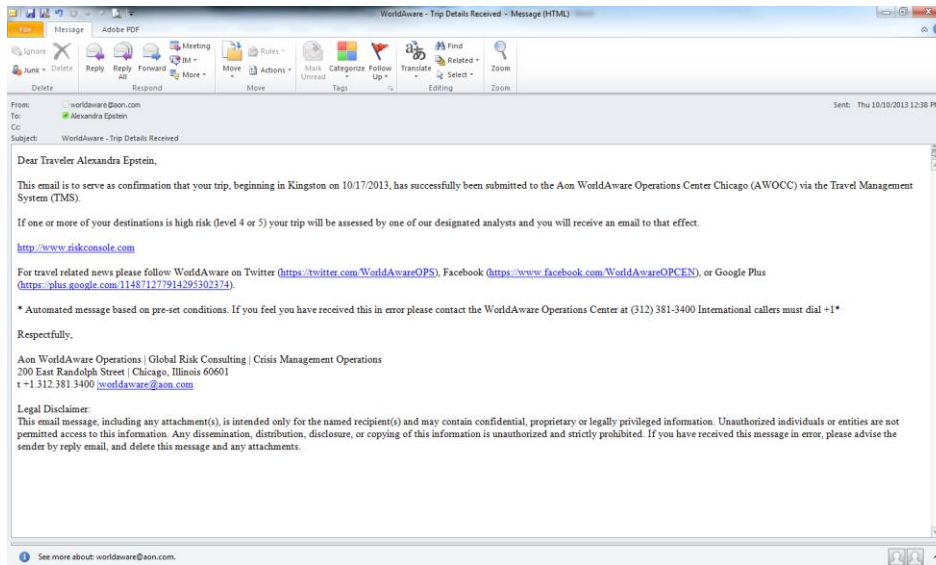


Click on the X  to return to the Main Page.



Click Log Off to exit the Travel Management System.

You will receive an email advising your trip was received by Aon WorldAware.



The details of your trip will be assessed by Aon WorldAware. The risk assessment will be sent to you, the Office of International Affairs and your Dean/Vice President/Unit Head for final approval.

If the trip is approved, the NSU Risk Management Office will notify the traveler and the Travel Office.

Changing Information/Adding or Updating Details

If you need to add or change details to your Profile or Trips, use the following link to open the Travel Management System: <http://www.riskconcole.com>

Please use Internet Explorer to open the link as this will not open properly with Firefox.

A screenshot of a web browser window titled "RiskConsole - Login - Windows Internet Explorer". The address bar shows the URL "https://www.riskconcole.com/flex/StandardLoginPage?clientId=9460328209&languageCode=en". The main content area has a heading "Please enter your User Name and Password and click Login to access RiskConsole." Below this are two input fields: "User Name:" with the text "ealexand@nsu.nova.ed" and "Password:" which is empty. Below the fields are three buttons: "Login" (with a star icon), "Cancel" (with a circle and slash icon), and "More Info" (with a speech bubble icon). Below the buttons is a link "Forgot your password?". At the bottom left is a "Language:" dropdown menu set to "English". At the bottom right is a link "Privacy Statement" with a padlock icon. A black arrow points from the bottom right of the image towards the Password field.

Your User Name (Nova email address) will prefill. Enter the Password in the Password box. Click Login.

The screenshot shows the WorldAware Traveler Console. The 'Traveler Profile' tab is selected, displaying a table with the following data:

Organization	Subsidiary/Division	Personal Details/First Name	Personal Details/Last Name	TPP Review Date
FICURMA	Nova Southeastern University	ealexand@nsu.nova.edu	Alexandra	Epstein

A black arrow points to the email address 'ealexand@nsu.nova.edu' in the table. The 'All Trip Details' tab shows 'No Records Found'. The 'Quick Search - Trip Details' section is visible on the right.


Click on your email address, last name or first name under the blue Traveler Profile bar to open your account.

Change/add or update details to Traveler Profile

The screenshot shows the WorldAware Traveler Profile page. The 'Traveler Profile' tab is selected, displaying a form for 'ealexand@nsu.nova.edu'. The form includes the following fields:

- Traveler Summary: ealexand@nsu.nova.edu
- Client Name(s): FICURMA|Nova Southeastern University
- Department/Business Unit:
- Emergency WorldAware Operations Centre Telephone Number (WorldAware Ops Number): +13124703063
- Traveler Personal Details:
 - Personal Details:
 - Title: ☐ Mr. ☐ Ms. ☐ Mrs. ☐ Miss ☐ Dr. ☐ Rev. ☐ Prof. ☒ Unknown ☐ Esq.
 - First Name: Alexandra
 - Last Name: Epstein
 - TPP Required for Traveler: ☒ Yes ☐ No ☐ Unknown
 - Gender: ☒ Unknown ☐ Male ☐ Female
 - Marital Status: ☒ Unknown ☐ Divorced ☐ Married ☐ Separated ☐ Single ☐ Widowed ☐ Partner (Not Married)
 - Nationality: Unknown
 - Any Relevant National ID Number:
 - Nationality Description:
 - Email Address: ealexand@nsu.nova.edu
 - International Dialing Code: +1
 - Please enter the cellphone number excluding the international dialing code, leading zeros, spaces and non-numeric values [Cell Phone Number]: 9542625273

A black arrow points to the 'Traveler Profile' tab. Another black arrow points to the 'First Name' field.

Click on the Traveler Profile Tab. Scroll down the page until you find the detail(s)/question(s) you wish to add/change. When the change(s)/addition(s) is made, click on the orange disk  to save/update your Traveler Profile.

Change/add or update details to Trip Details

Personal Details/Any Relevant ... Traveler ealexand@nsu.nova.edu Personal Details/Last Name Epstein

Traveler Profile Journal Trip Details

Categories

- Traveler Summary
- Traveler Personal Details
- Traveler Passport Details
- Traveler Personal Profile
- Next of Kin Details
- Date of Submission
- User Management
- Record Properties

Traveler Summary

Traveler * ealexand@nsu.nova.edu

Client Name(s) [FICURMA]Nova Southeastern University

Department/Business Unit

Emergency WorldAware Operations Centre Telephone Number (WorldAware Ops Number) +13124703263

Traveler Personal Details

Personal Details

Title ☐ Mr. ☐ Ms. ☐ Mrs. ☐ Miss ☐ Dr. ☐ Rev. ☐ Prof. ☒ Unknown ☐ Esq.

First Name * Alexandra Last Name * Epstein

TPP Required for Traveler * ☒ Yes ☐ No ☐ Unknown

Gender ☒ Unknown ☐ Male ☐ Female

Marital Status ☒ Unknown ☐ Divorced ☐ Married ☐ Separated ☐ Single ☐ Widowed ☐ Partner (Not Married)

Nationality Unknown


Any Relevant National ID Number

National ID Description

Email Address * ealexand@nsu.nova.edu

International Dialing Code * 1

Please enter the cellphone number excluding the international dialing code, leading zeros, spaces and non-numeric values [Cell Phone Number] 9542625273

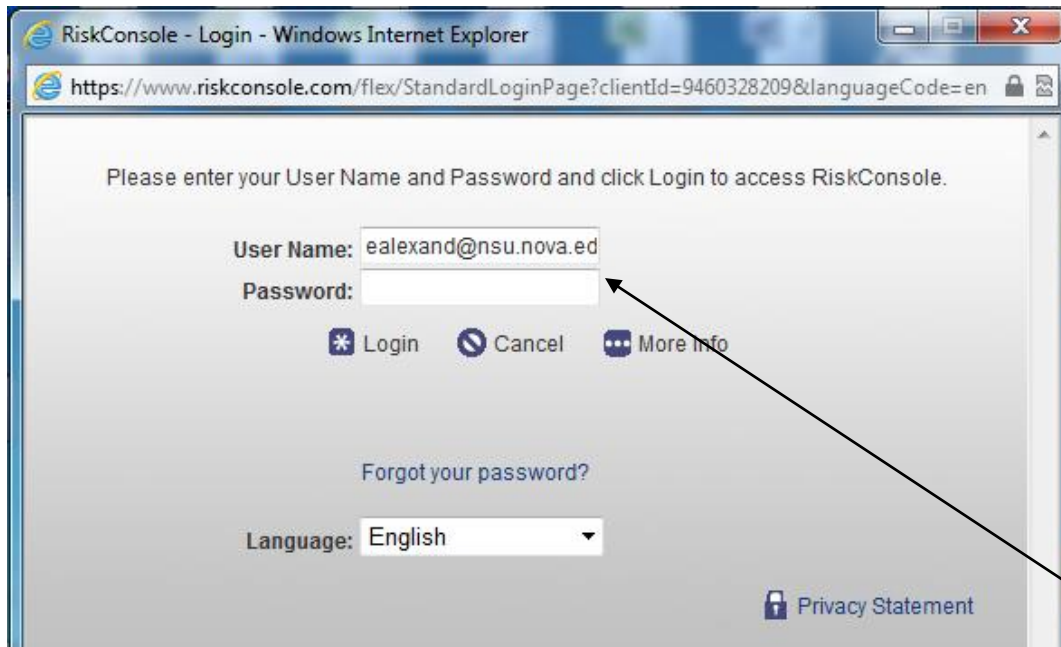
Click on the Trip Details Tab. Scroll down the page until you find the detail(s)/question(s) you wish to add/change. When the change(s)/addition(s) is made, click on the orange disk  to save/update your Trip Details.

Cancelling a Trip

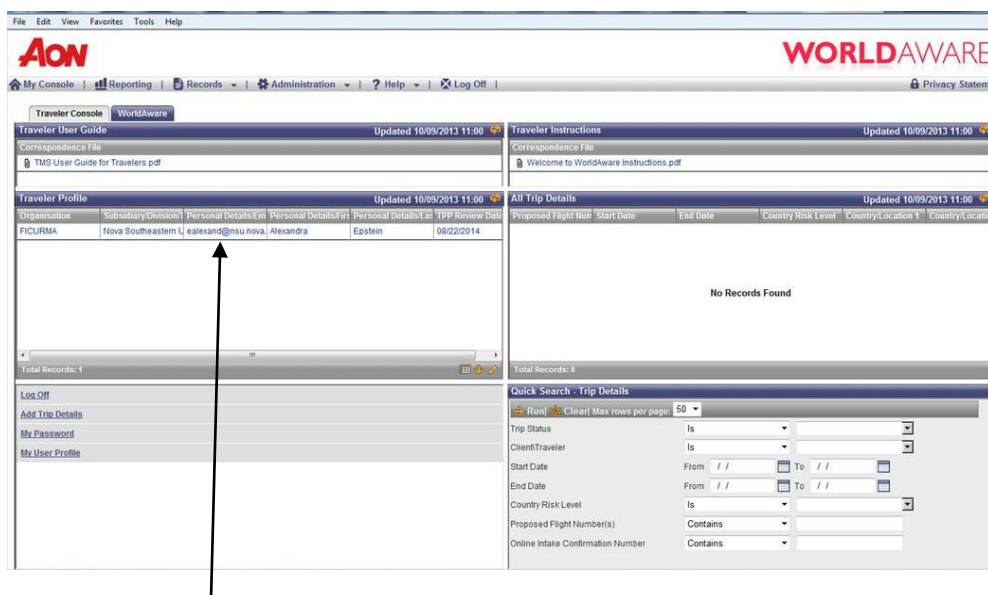
If you need to cancel a trip, use the following link to open the Travel Management System:

<http://www.riskconsole.com>

Please use Internet Explorer to open the link as this will not open properly with Firefox.



Your User Name (Nova email address) will prefill. Enter the Password in the Password box. Click Login.



Click on your email address, last name or first name under the blue Traveler Profile bar to open your account.

https://www.riskconsole.com/?coreId=13396282&coreTypeId=8899900862&tabCoreTypePrivs=null&tabDir= Windows Internet Explorer

Personal Details/Any Relevant ... Traveler ealexand@nsu.nova.edu Personal Details/Last Name Epstein

Traveler Profile Journal Trip Details

Categories

- Traveler Summary
- Traveler Personal Details
- Traveler Passport Details
- Traveler Personal Profile
- Next of Kin Details
- Date of Submission
- User Management
- Record Properties

Traveler Summary

Traveler * ealexand@nsu.nova.edu

Client Name(s) [FICURMA] Nova Southeastern University

Department/Business Unit

Emergency Worldwide Operations Centre Telephone Number [WorldAware Ops Number] +13124703063

Traveler Personal Details

Personal Details

Title ☐ Mr. ☐ Ms. ☐ Mrs. ☐ Miss ☐ Dr. ☐ Rev. ☐ Prof. ☒ Unknown ☐ Esq.

First Name * Alexandra Last Name * Epstein

TPP Required for Traveler * ☒ Yes ☐ No ☐ Unknown

Gender ☒ Unknown ☐ Male ☐ Female

Marital Status ☒ Unknown ☐ Divorced ☐ Married ☐ Separated ☐ Single ☐ Widowed ☐ Partner (Not Married)

Nationality Unknown

Any Relevant National ID Number

National ID Description

Email Address * ealexand@nsu.nova.edu

International Dialing Code * +1

Please enter the cellphone number excluding the international dialing code, leading zeros, spaces and non-numeric values [Cell Phone Number] 942625273


Click on the Trip Details Tab.

https://www.riskconsole.com/?coreId=13396282&coreTypeId=8899900862&tabCoreTypePrivs=null&tabDir= Windows Internet Explorer

Personal Details/Any Relevant ... Traveler ealexand@nsu.nova.edu Personal Details/Last Name Epstein

Traveler Profile Journal Trip Details

Add Edit Filter

View	Alternate Email	Start Date	End Date
		10/17/2013	10/22/2013

Page

Click on the orange arrow  of the trip you want to cancel.

https://www.riskconsole.com/?coreId=z147162&coreType=8899900982&tabCoreType=9&tabDir=Windows Internet Explorer

Alternate Email Start Date End Date
10/17/2013 10/22/2013

Trip Details **Incident** **Trips per Country**

Categories

- Trip Summary
- Traveler
- Trip Details
- Location
- Risk Factor 1 - Personal Profile
- Risk Factor 2 - Group Profile
- Risk Factor 3 - Activity Profile
- Risk Factor 4 - Reception and Orientation
- Risk Factor 5 - Accommodation
- Risk Factor 6 - Other Locations
- Risk Factor 7 - Transport Arrangements
- Risk Factor 8 - Security
- Risk Factor 9 - Exit Considerations
- Risk Factor 10
- Data Travel Sheet Completion**
- Record Properties

Data Travel Sheet Completion

Trip Details Status: Submitted

Traveler

The WorldAware Operations centre is only able to assess your proposed journey based on the information you provide. Please ensure you have completed each section of the form in as much detail as possible before submitting.

Provisional trips will not be submitted for review, yet can still be saved.

Trip Status: **Cancelled**

Submit Trip Details

By selecting this radial, I agree that I have read and understand the WorldAware Operations Center, reviewed, and approved the proposed trip for risk assessment. (Company's Safe Travel Policies and Procedures apply.)

☒ Yes ☐ No

Date/Time Completed by Traveler: 2013-10-10 12:36 PM


WorldAware Operations Centre

Review Status: Review Required

Date reviewed: Local Date:

Reviewer Comments:

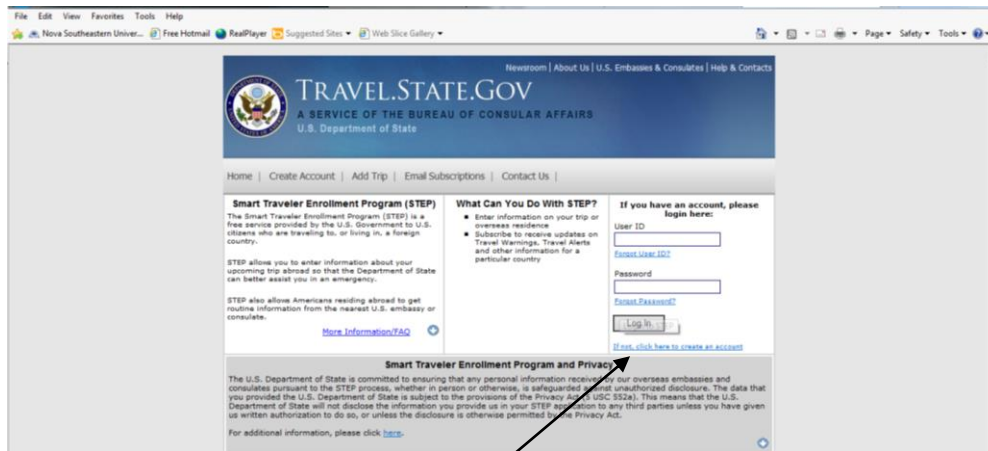
Reviewer Comments 2:

Scroll down to the Data Travel Sheet Completion section. Click on the Trip Status drop down box and select Cancelled. Click on the orange disk  to save the change.

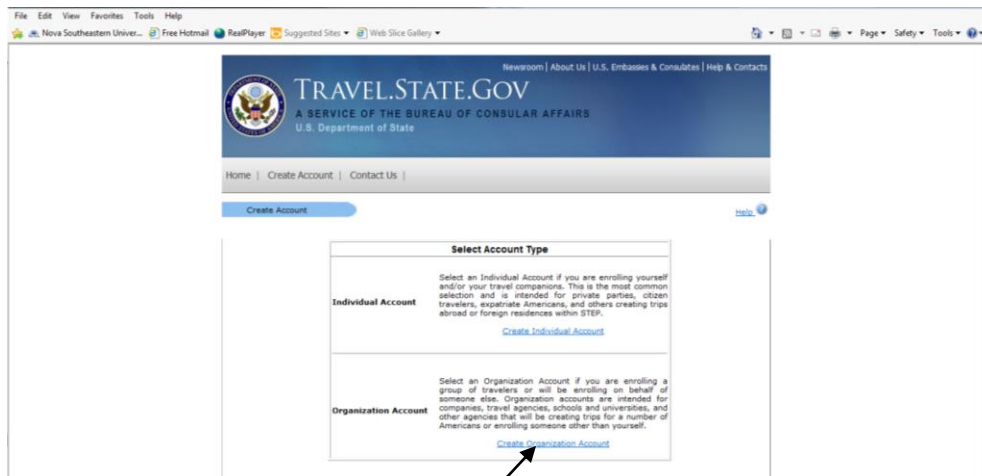
U.S. Department of State Smart Traveler Enrollment Program (STEP) Registration

This is only for U.S. Citizens and Permanent Residents of the U.S.

This final step should be completed once all of your travel arrangements (flights and hotels) have been confirmed. Use the following link to register: <https://step.state.gov/step/>.



Click [here to create an account](#), if you do not already have one.



Click [Create Individual Account](#).

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TRAVEL.STATE.GOV
A SERVICE OF THE BUREAU OF CONSULAR AFFAIRS
U.S. Department of State

Home | Create Account | Contact Us |

Start

Start Personal info Passport info Contact Privacy info Confirm

Creating an account enables you to enter your personal information that will then be used when you inform us of your trip or foreign residence. After creating the account, you will then add any upcoming trips or existing foreign residences.

*Please save your User ID and Password, as you will need this information to log into the website to view, edit, or add any additional information.

Enter your desired User ID:*

Enter a Password:*

Re-enter your Password:*

Select a Security Question:*

Enter the Answer to your Security Question:*

Minimum 8 characters, only letters and numbers

Minimum 8 characters, with at least one number and one letter

Confirm your password

Select a question/answer known only to you. You will be asked for this answer if you lose your password.

< Previous Next >

Enter the required information and click Next.

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Nova Southeastern Univers... Free Hotmail RealPlayer Suggested Sites Web Slice Gallery Page Safety Tools

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TRAVEL.STATE.GOV
A SERVICE OF THE BUREAU OF CONSULAR AFFAIRS
U.S. Department of State

Home | Create Account | Contact Us |

Personal Information

Personal info Passport info Contact Privacy info Confirm

Enter your Personal Information on this page. This information will be saved in your profile and used every time you inform us of a trip. Note: This assumes that you will always be traveling on the trips you create within STEP.

* Indicates the field is required to continue

Personal Info:

First Name: * Middle Name: Last Name: * Suffix: *

Date: * Alias Used 1: Alias Used 2: *

Mother's Maiden Name: Jones Date of Birth (mm/dd/yyyy): * 10/1/2013

Marital Status: Single never married Gender: Female Occupation: Employer: *

Citizenship: United States of America

Comments:

Contact Info: Please provide at least one complete address, phone number, and/or e-mail.

Permanent Residence: Note: Usually a USA home address, NOT the address of your overseas destination

Type: Home Address Line 1: 523 Main Street City: US State: Florida Postal Code: 33314

City: Ft. Lauderdale Province: Country: United States of America

Phone:

Phone Type	Phone Number	Action
No data to display		

Email:

Email Type	Primary	Email Address	Action
No data to display			

< Previous Next >

Enter the required information and click Next.

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Passport Information

Personal Info | **Passport Info** | Contact | Privacy Info | Confirm

Please enter your US Passport information.

Passport Information:

Passport Number: Passport Date of Issue (mm/dd/yyyy): Passport Date of Expiration (mm/dd/yyyy):

Passport Card Number: Passport Card Date of Issue (mm/dd/yyyy): Passport Card Date of Expiration (mm/dd/yyyy):

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Contacts

Personal Info | Passport Info | **Contact** | Privacy Info | Confirm

Please enter Emergency Contact Information. Your Emergency Contact should be someone who is not traveling with you.
Note: If you do not wish to enter an Emergency Contact, click the "Next" button at the bottom of the page.

Emergency Contact Info:

First Name: Middle Name: Last Name: Suffix:

Address:

Select Existing Address: Address 1: Address 2: Type:

123 Main Street - Ft. Lauderdale City: State: Postal Code:

Province: Country:

Phone:

Select Existing Phone:

Phone Type	Phone Number	Action
No data to display		

Email:

Select Existing Email:

Email Type	Email Address	Action
No data to display		

Relationship of Emergency Contact to You:

Relationship:

< Previous Next >

Enter the required information and click Next.

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Privacy Information

Personal Info | Passport Info | Contact | **Privacy Info** | Confirm

Privacy Act Information:
The U.S. Department of State is committed to ensuring that any personal information received by our overseas embassies and consulates pursuant to the STEP process, whether in person or otherwise, is safeguarded against unauthorized disclosure. The data that you provided the U.S. Department of State is subject to the provisions of the Privacy Act (5 USC 552a). This means that the U.S. Department of State will not disclose the information you provide us in your STEP application to any third parties unless you have given us written authorization to do so, or unless the disclosure is otherwise permitted by the Privacy Act.

AUTHORITY: 22 U.S.C. 2715 and 22 U.S.C. 4802(b).

PURPOSE: To notify U.S. citizens in the event of a disaster, emergency or other crisis, and for evacuation coordination, the information solicited on this form may be made available as a routine use to appropriate agencies whether federal, state, local, or foreign, to assist the Department in the evaluation or provision of emergency services to U.S. nationals, or for law enforcement purposes. The information is also made available to private U.S. citizens, known as wardens, designated by U.S. embassies to assist in communicating with the American community in an emergency.

Your Privacy Preferences:
☒ I have read the terms of the Privacy Act Notice
☐ I do not authorize the State Department to disclose my information to anyone except as authorized by law.

☒ I agree to allow the State Department to disclose my information to:

- ☒ Family Members
- ☐ Friends
- ☐ Legal Representative
- ☐ Media
- ☐ Medical Representative
- ☐ Members of Congress
- ☐ Other

< Previous Next >

Enter the required information and click Next.

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Confirm

Privacy Info | **Confirm**

This wizard has completed successfully!
Below is a summary of the the action you selected. You may print a copy of this page for your records.

Privacy Options	Selected	Options
	Family Members	Allow

< Previous Next > Finish

Click Finish to complete the creation of your individual account.

You will be brought to your profile page. You can edit information and add trips from this page.

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Profile Info

This is the home page of your Smart Traveler Enrollment Program records. From here you may use the buttons below to edit or view your Personal Information or to add overseas trips.

Personal Information:		Existing Trips/Non-US Residences:			
		Destination	Arrival	Departure	Action
Name:	Jane Doe				
Address:	123 Main Street IL, Lauderdale, IL 33334 USA				
Phone:					
Email:					

Edit Info Change Password

Privacy Information:
Your privacy information preferences allow you to specify whether the Department of State is authorized to share your personal travel plans with your family members and/or authorized personnel in case of emergencies.

Privacy Options	Selected	Options
	Family Members	Allow

Edit Privacy Preferences

Add a Trip:
Click on "Add a Trip" to enter information about your upcoming details with your family members and/or authorized personnel in case of emergencies.
Click on "Add Non-US Residence" to enroll as an expatriate, or if you are living abroad for some period of time.

Add a Trip Add a non-US Residence

BAPEX/STEP ACTION ACT
Public reporting burden for this collection of information is estimated to average 20 minutes per response, including time required for searching existing data sources, gathering the necessary documents, providing the information, reviewing the final collection, and reviewing the final collection. You do not have to supply this information unless it concerns a collection of information that is subject to the Paperwork Reduction Project (0704-0188). If you have comments on the accuracy of this burden estimate or recommendations for reducing it, please send them to: A/0188/0188, Room 2405, SA-2, U.S. Department of State, Washington, DC 20522-2202

Click Add a Trip.

You will be taken through the steps to add a trip to your account. Enter the required information on each page and click Next as needed.

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Start

Start > Itinerary > Travelers > Email List > Travel Info > Confirm

OMB Approval Number: 1405-0152, Expiration Date: 1/31/2013, Estimated Burden: 20 minutes

This Wizard will guide you through the steps to add a new trip to your account. Please note that you will need the following information to complete the form:

- Itinerary/Residence Information
- Information about anyone who may be traveling with you (if you are adding a trip)
- Information about members of your household (if you are adding a foreign residence)

Please use the Next and Previous buttons at the bottom of the page, or the link buttons above to navigate through the Wizard.

Form Number: DS-4024a Date: 1/2010

< Previous Next >

Click Next.

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Itinerary

Start > Itinerary > Travelers > Email List > Travel Info > Confirm

* Indicates the field is required to continue

Itinerary Destinations: 0

Destination Information:

Country: Local Embassy or Consulate: [Complete List](#)

Type of Visit: Frequent Visitor Information:

Destination Date of Arrival (mm/dd/yyyy): Destination Date of Departure (mm/dd/yyyy):

Purpose of Visit (limit 200 chars):

Comments:

Contact Info: Please provide at least one complete address and/or phone number.

Destination Address (Show US Information):

Destination Type: Home Address Line 1: Address Line 2: City: Province: Country: Postal Code:

Update Cancel

Phone:

Phone Type	Phone Number	Action
No data to display		

Save Destination Cancel

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Click Next.

Click Next.

Click Next.

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Travel Information

StartItineraryTravelersEmail ListDocumentsContact

Thank you for using the Department of State Smart Traveler Enrollment Program.

The following information is available for the destination(s) you provided:

Worldwide Caution, September 25, 2013

The Department of State has issued this Worldwide Caution to update information on the continuing threat of terrorist actions and violence against U.S. citizens and interests throughout the world. U.S. citizens are reminded to maintain a high level of vigilance and to take appropriate steps to increase their security awareness. This replaces the Worldwide Caution dated February 19, 2013, to provide updated information on security threats and terrorist activities worldwide.

The Department of State remains concerned about the continued threat of terrorist attacks, demonstrations, and other violent actions against U.S. citizens and interests overseas. Current information suggests that al-Qa'ida, its affiliated organizations, and other terrorist groups continue to plan terrorist attacks against U.S. interests in multiple regions, including Europe, Asia, Africa, and the Middle East. These attacks may employ a wide variety of tactics including suicide operations, assassinations, kidnappings, hijackings, and bombings.

Extremists may select to use conventional or non-conventional weapons, and target both official and private interests. Examples of such targets include high-profile sporting events, residential areas, business offices, hotels, clubs, restaurants, places of worship, schools, shopping malls, and other tourist destinations both in the United States and abroad where U.S. citizens gather in large numbers, including during holidays.

In early August 2013, the Department of State instructed certain U.S. embassies and consulates to remain closed or to suspend operations August 4 through August 10 because of security information received. The U.S. government took these precautionary steps out of an abundance of caution and care for our employees and others who may have planned to visit our installations.

U.S. citizens are reminded of the potential for terrorists to attack public transportation systems and other tourist destinations. Extremists have targeted and attempted attacks on subway and rail systems, aviation, maritime services. In the past, these types of attacks have occurred in cities such as Moscow, London, Madrid, Glasgow, and New York City.

EUROPE: Current information suggests that al-Qa'ida, its affiliated organizations, and other terrorist groups continue to plan terrorist attacks against U.S. and Western interests in Europe. Additionally, there is a continuing threat in Europe from unaffiliated persons planning attacks inspired by major terrorist organizations but conducted on an individual basis. On February 1, 2013, an individual detonated a bomb at a side entrance to the U.S. Embassy in Ankara, killing one Embassy guard and injuring others. The Revolutionary People's Liberation Party/Front (Devletler Halk Kurtulus Partisi/Cephas or DHKP/C) claimed responsibility on its website for the attack. The DHKP/C has stated its intention to conduct further attacks against the United States, NATO, and Turkey. In May 2013, in London, two Islamic extremists, unaffiliated with any group, killed a British soldier. The reported reason for the attack was to avenge the deaths of Muslims killed by British soldiers. European governments have taken action to guard against terrorist attacks, and some have made official declarations regarding heightened threat conditions. In the past several years, organized extremist attacks have been planned or carried out in various European countries. On February 5, the Bulgarian government announced its judgment that Nedelchoval was responsible for a July 2012 terrorist attack in Burgas which resulted in the deaths of five tourists and a bus driver.

MIDDLE EAST AND NORTH AFRICA: Credible information indicates terrorist groups also seek to continue attacks against U.S. interests in the Middle East and North Africa. The U.S. government remains highly concerned about possible attacks against U.S. citizens, facilities, businesses, and personnel U.S. and Western interests. Terrorist organizations continue to be active in Yemen, including al-Qa'ida in the Arabian Peninsula (AQAP). Security threat levels remain high in Yemen due to terrorist activities and civil unrest. In September 2012, a mob of Yemeni protestors attacked the U.S. Embassy compound. U.S. citizens have also been the targets of numerous terrorist attacks in Lebanon in the past (though none recently) and the threat of anti-Western terrorist activity continues to exist there. There are a number of extremist groups operating in Lebanon, including Hezbollah, a group designated by the U.S. government as a terrorist organization. Iraq is experiencing levels of violence not seen since 2007, and al-Qa'ida in Iraq is increasingly resurgent. Although U.S. interests have not been targeted directly, the threat of attacks against U.S. citizens, including kidnappings and terrorist violence, continues, even in Baghdad's International Zone. Bahrain continues to see bouts of sectarian violence, with Shi'a insurgents conducting riot attacks against Bahrain government and security facilities. Al-Qa'ida in the Lands of the Islamic Maghreb (AQIM) and its affiliates are active throughout North Africa. In Algeria, terrorists sporadically attack Westerners and Algerian government targets, particularly in the Kabylie region, and near Algeria's borders with Libya and Mali. In January 2013, terrorists attacked a natural gas facility at In Amenas resulting in the deaths of dozens, including three U.S. citizens. Terrorists have also targeted oil processing plants in Saudi Arabia and Yemen. The In Amenas attack was staged from southern Libya, which has become a haven for regional terrorist organizations that present a threat to U.S. interests in Tripoli. Libya security is largely provided by militias that occasionally fight one another, and that have been unable to protect U.S. persons from past attacks, such as the September 2012 attack against the U.S. Temporary Mission Facility in Benghazi that led to the deaths of four U.S. citizens, including the U.S. Ambassador to Libya. Some elements in Iran remain hostile to the United States. U.S. citizens should remain cautious and be aware that there may be a more aggressive focus by the Iranian government on terrorist activity against U.S. citizens. Continuing political and social unrest in Egypt has led to large demonstrations that have turned violent. Westerners and U.S. citizens have occasionally been caught in the middle of clashes and demonstrations. On June 28, a U.S. citizen was killed during a demonstration in Alexandria. On May 9, a private U.S. citizen was attacked with a knife outside the U.S. Embassy after being asked whether he was an American. Political and social unrest in Tunisia has also led to large demonstrations that occasionally turn violent. In September 2012, a large group of demonstrators breached the U.S. Embassy compound in Tunis, causing significant damage.

No part of Syria should be considered immune from violence, and throughout the country the potential exists for terrorist acts and bombings, kidnappings, assassinations, sniper attacks, and small-scale bombings, and chemical, unpredictable and hostile acts, including kidnappings, sniper assaults, large and small-scale bombings, and chemical attacks, as well as arbitrary arrest, detention, and torture. The conflict in Syria has resulted in tens of thousands of deaths with many thousands wounded and over one million displaced persons.

AFRICA: A number of al-Qa'ida operatives and other extremists are believed to be operating in and around Africa. In February 2012, the emer. U.S.-designated Foreign Terrorist Organization al-Shabaab and al-Qa'ida's leader, Ayman al-Zawahiri, announced the alliance of the two organizations. Al-Shabaab has taken credit for the attack on the shopping mall in Nairobi, Kenya on September 21, 2013, which claimed the lives of over 60 people and injured over a hundred more, including U.S. citizens. Al-Shabaab assassinations, suicide bombings, hostage taking, and indiscriminate attacks in civilian-populated areas are also frequent in Somalia. Terrorist operative and armed groups in Somalia have demonstrated their intent to attack Somali authorities, the African Union Mission in Somalia, and non-military targets such as international donor offices and humanitarian assistance providers. Additionally, the terrorist group al-Qa'ida in the Lands of the Islamic Maghreb (AQIM) has declared its intention to attack Western targets throughout the Sahel (an area that stretches across the African continent between the Atlantic Ocean and the Red Sea to include Senegal, Mali, Algeria, Niger, Chad, Sudan, and Eritrea). It has claimed responsibility for kidnappings, attempted kidnappings, and the murder of several Westerners throughout the region, including southern Nigeria. AQIM-related threats against Westerners in Mali and elsewhere increased following the initiation of the U.S.-supported, French-led intervention in northern and central Mali, where the security environment remains fluid. In neighboring Niger, terrorists formerly associated with AQIM conducted suicide attacks targeting a French mining facility and a Nigerian military compound in Agadez in late May. The loosely organized group of factions known as Boko Haram continues to carry out significant improvised explosive device and suicide bombings in northern Nigeria, mainly targeting government forces and export oilfields. Attacks have continued at a high rate since their attack on the UN building in the capital of Abuja in 2011. Boko Haram and splinter group Ansaru have also claimed responsibility for the kidnapping of several Western workers and tourists, both in northern Nigeria and northern Cameroon. Ansaru has murdered virtually all of its hostages in the face of real or perceived rescue attempts, while Boko Haram allegedly received a large ransom payment for the release of a French family abducted near a tourist park in northern Cameroon. In 2013, extremists have also targeted both Nigerian and foreign nationals involved in polo eradication efforts in northern Nigeria. Extremists attacked a school in northeast Nigeria, killing over 40 students, and have called for further attacks on educational institutions. Several agencies that have partnered with the U.S. government in the field of public health development in northern Nigeria have curtailed their activities in response to these threats. The president of Nigeria declared a state of emergency in three northeastern states in response to activities of extremist groups.

U.S. citizens considering travel by sea near the Horn of Africa, the Gulf of Guinea, or in the southern Red Sea should exercise extreme caution, as there have been armed attacks, robberies, and kidnappings for ransom by pirates. The threat of hijacking to merchant vessels continues to exist in Somali territorial waters and as far as 1,000 nautical miles off the coast of Somalia, Yemen, and Kenya in international waters. There has also been a recent rise in piracy and armed robbery in the Gulf of Guinea, including hijackings.

U.S. government maritime authorities advise mariners to avoid the port of Mogadishu and to remain at least 200 nautical miles off the coast of Somalia. In addition, when transiting around the Horn of Africa, the Gulf of Guinea, or in the Red Sea, it is strongly recommended that vessels travel in convoys and maintain good communications at all times. U.S. citizens traveling on commercial passenger vessels should consult with the shipping or cruise ship company regarding precautions that will be taken to avoid hijacking incidents. Commercial vessels should review the Department of Transportation Maritime Administration's Horn of Africa Piracy page for information on maritime advisories, self-protection measures, and naval forces in the region. Review our International Maritime Piracy Fact Sheet for information on piracy in the southern Red Sea, the Gulf of Aden, and the Indian Ocean.

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SOUTH ASIA: The U.S. government continues to receive information that terrorist groups in South Asia may also be planning attacks in the region, possibly against U.S. government facilities, U.S. citizens, or U.S. interests. The presence of al-Qaida, Taliban elements, Lashkar-e-Tayyiba, indigenous sectarian groups, and other terror organizations, many of which are on the U.S. government's list of designated Foreign Terrorist Organizations, poses a potential danger to U.S. citizens in the region. Terrorists and their sympathizers have demonstrated their willingness and ability to attack locations where U.S. citizens or Westerners are known to congregate or visit. Their actions may include, but are not limited to, vehicle-borne explosive attacks, improvised explosive device attacks, assassinations, carjackings, rocket attacks, assaults, or kidnappings.

Such attacks have occurred in a number of South Asian states, including Pakistan, where a number of extremist groups continue to target U.S. and other Western citizens and interests, and Pakistani government and military law enforcement personnel. Suicide bombing attacks continue to occur throughout the country on a regular basis, often targeting government authorities such as police checkpoints and military installations, as well as public areas such as mosques, and shopping areas. U.S. citizens are increasingly targeted for kidnapping. No part of al-Qaida terrorist network, as well as other insurgent groups hostile to the Government of the Islamic Republic of Afghanistan, remain active. Insurgents continue to target, without U.S. and Afghan government policies in Kabul City, including the June 25, 2012 attack against a U.S. government facility adjacent to the Afghan Presidential Palace and U.S. Embassy. There is an ongoing threat of kidnapping and assassination of U.S. citizens and non-governmental organization (NGO) workers throughout the country. India has experienced terrorist and insurgent activities that may affect U.S. citizens directly or indirectly. Anti-Western terrorist groups, some of which are on the U.S. government's list of designated Foreign Terrorist Organizations, have been active in India, including Islamist extremist groups such as Harkat-ul-Jihad-Islami, Harkat-ul-Mujahideen, Indian Mujahideen, Jash-e-Mohammed, and the Pakistan-based Lashkar-e-Tayyiba. Terrorists have targeted public places in India frequented by Westerners, including luxury and other hotels, trains, train stations, markets, concerts, mosques, and restaurants in large urban areas.

Pakistan, India, Afghanistan and other countries experienced civil unrest, large scale protests and demonstrations following the release of anti-Islamic videos and cartoons in September 2012.

CENTRAL ASIA: Supporters of terrorist groups such as the Islamic Movement of Uzbekistan, al-Qaida, the Islamic Jihad Union, and the Eastern Turkistan Islamic Movement remain active in Central Asia. These groups have expressed anti-U.S. sentiments and may attempt to target U.S. government interests.

Before You Go

The Department of State urges U.S. citizens living overseas or planning to travel abroad to enroll in the [Smart Traveler Enrollment Program \(STEP\)](#). When you enroll in STEP, we can keep you up to date with important safety and security announcements. Enrolling will also make it easier for the Embassy to contact you in the event of an emergency. You should remember to keep all of your information in STEP up to date; it is particularly important when you enroll or update your information to include a current phone number and e-mail address.

U.S. citizens are strongly encouraged to maintain a high level of vigilance, be aware of local events, and take the appropriate steps to bolster their personal security. For additional information, please refer to "[A Safe Trip Abroad](#)."

U.S. government facilities worldwide remain at a heightened state of alert. These facilities may temporarily close or periodically suspend public services to assess their security posture. In these instances, U.S. embassies and consulates will make every effort to provide emergency services to U.S. citizens. U.S. citizens abroad are urged to monitor the local news and maintain contact with the nearest U.S. embassy or consulate.

As the Department of State continues to develop information on potential security threats to U.S. citizens overseas, it shares credible threat information through its [Consular Information Program](#) documents, including Travel Warnings, Travel Alerts, Country Specific Information, and Emergency and Security Messages, all of which are available on the Bureau of Consular Affairs website at <http://travel.state.gov>. Stay up to date by bookmarking our [website](#) or downloading our free Smart Traveler [iPhone](#) or [Android](#) App for travel and timely security information at your fingertips. Follow us on [Twitter](#) and the Bureau of Consular Affairs page on [Facebook](#) as well.

In addition to information on the internet, travelers may obtain up-to-date information on security conditions by calling 1-888-607-4747 toll-free in the United States and Canada or, from other countries, on a regular toll line at 1-202-501-4444. These numbers are available from 8:00 am to 8:00 pm Monday through Friday, Eastern Time (except U.S. federal holidays).

Find important information about travel safety for every country of the world.

Be sure to visit the Bureau of Consular Affairs Web page at:

travel.state.gov

Consular Affairs publishes warnings and announcements alerting Americans to safety security issues overseas. The Consular Affairs Web page also contains Consular Information Sheets for the countries you visit. These documents give useful details on crime, security, terrorism, medical facilities, local safety and other facts you should know before you go.

In today's world, security information changes quickly. Check travel.state.gov for important updates before you leave home and during your trip.

On travel.state.gov, you will also find valuable tips for travelers; passport and visa information and other subjects to assist American citizens abroad.

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Confirm

Start Itinerary Travelers Email List Travel Info Confirm

You have successfully created a trip! Click the "Finish" button to return to your profile page.

Arrival Date:	11/01/2013
Departure Date:	11/05/2013
Purpose of Visit:	Teaching a class
Destination:	Bahamas
City:	Nassau
Email Confirmation:	If you provided an email address, an email confirmation of this trip will be sent to you momentarily.

[< Previous](#)
[Next >](#)
[Finish](#)

Click Finish.

You will be returned to your Profile page.

The screenshot shows the TRAVEL.STATE.GOV profile page. A horizontal line points to the 'Logout' link in the top navigation bar. Another horizontal line points to the 'Add a Trip' button at the bottom of the 'Add a Trip' section. A vertical line is positioned to the right of the 'Add a Trip' section.

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U.S. Department of State

Home | Logout | **Profile Info** | [Help](#)

This is the home page of your Smart Traveler Enrollment Program records. From here you may use the buttons below to edit or view your Personal Information or to add overseas trips.

Personal Information:		Existing Trips/New US Residences:			
		Destination	Arrival	Departure	Action
Name:	Jane Doe	Bahamas	11/01/2013	11/03/2013	Remove Edit
Address:	123 Main Street St. Louis, MO, 63104 USA				
Phone:					
Email:					

[Edit Info](#) [Change Password](#)

Privacy Information:
Your privacy information preferences allow you to specify whether Click on "Add a Trip" to enter information about your upcoming trip. The Department of State is authorized to share your personal travel plans, details with your family members and/or authorized personnel in case of emergencies.

Add a Trip:
Click on "Add a Trip" to enter information about your upcoming trip. Click on "Add Non-US Residence" to enroll as an expatriate, or if you are living abroad for some period of time.

[Add a Trip](#) [Add a Non-US Residence](#)

PAPERWORK REDUCTION ACT
Public reporting burden for this collection of information is estimated to average 25 minutes per response, including time required for searching existing data sources, gathering the necessary documents, providing the information or documents required, and reviewing the final collection. You do not have to supply this information unless this collection displays a valid Office of Management and Budget (OMB) number. If you have comments on the accuracy of this burden estimate or recommendations for reducing it, please send them to: A-015/018, Room 2405, SA-2, U.S. Department of State, Washington, DC 20522-2282.

Enter another trip or logout of the STEP program.

Your trip is now fully registered.

International Phone Loaner Program

The Telecommunications department has instituted an International Loaner Program for faculty and staff. Phones with international access will be made available to all departments. The traveler will need to contact his/her Department Telecommunications Contact (who is authorized to place the order and to provide the appropriate account code).

Need Assistance or In the Case of an Emergency

In the event that a traveler needs assistance, WorldAware's Crisis Management and Operations Center is available by telephone (24/7) at +1 312 470 3063 or at email worldaware@aon.com. If the nature of the situation/emergency requires additional support, the Crisis Management Center may also contact the NSU Risk Management Office.

APPENDIX A

Sample Risk Assessment

27FEB2013_Colombia_Traveler_Name_NOVA.SEU_CAMP RISK TOTAL: 30

While the security situation in Bogotá has improved considerably in recent years, and is considered to be a medium risk destination, Colombia is none-the-less considered to be high risk for foreign travelers. Specifically, serious crime, terrorism, state corruptibility, and kidnapping are of principle concern. Considering the experience of the traveler, along with the location, purpose, and time-frame -- we do not presume that any direct and unnecessary risk will be taken. However, from the provided information, we must assume that the traveler will inherently experience exposure to some degree of risk during his visit. Thus, due-diligence requires that we assume some generalities about foreign travelers to the area, and suggest some specific actions that should be followed at all times.

Regionally, there is a sustained threat of terrorism and kidnapping due to the ongoing activities of leftist guerrillas, such as the Revolutionary Armed Forces of Colombia (FARC) and the National Liberation Army (ELN). Additionally, impoverished conditions of the country, not excluding Bogotá, have created an atmosphere of desperation that has manifested into targeted, specific acts of violence. Those specifically related to the concerns of the traveler are listed below:

- The security situation and political tension have been known to change rapidly in the country. Past attacks have targeted government buildings, public transportation, and public spaces. Traveler should assume this risk throughout his stay, maintain situational awareness of major events that may encourage violence, and take all advice from designated security personnel; taxis and public transportation are not recommended means of travel.
- The traveler's apparent relationship with the US Embassy could make him a potential target of attacks and/or kidnapping. Therefore, it is recommended that the traveler move in sync with his security team and dedicated drivers, and be briefed on routes and surrounding areas before all land travel. Establishing a routine and a set of preferred routes, either in between locations of business or during day-to-day activities, is not advised.
- Kidnapping is a serious risk in Colombia. The country has one of the highest rates in the world - in 2012 alone, Bogotá saw 49 kidnappings, which was a jump of 345% from the previous year. Throughout the entire country, 305 persons were kidnapped, many of which were executed by the FARC. Of all the people kidnapped in 2012, 42 percent were released of the captor's volition, fourteen percent remain in captivity, eight percent were pressured into release, six percent died while captured, and five percent escaped. It's advised that the traveler avoid traveling alone, at night, or to rural parts of the country.
- Further, "express kidnapping" is known to take place in Colombia. In these incidents, victims are taken for the sole purpose of forcing them to extract money from an ATM. Once completed, the kidnapped person is usually released, although others have been known to be killed if they offer resistance. Therefore, in such an incident, the traveler is advised to comply with their captors completely to avoid harm.
- Terrorism is also a high threat in Colombia. Attacks against government buildings, public infrastructure, and other locations frequented by foreigners are relatively common. As an example, in May 2012 in Bogotá, an explosive device attached to a vehicle killed five and injured 19.

- While in Bogotá, the traveler should also be mindful of petty and violent crime, such as robbery, scams, and theft. If confronted by a perpetrator of these crimes, it is best not to resist, as that can provoke violence (please note that guns are common in Colombia). Due to high crime rates, the U.S. Embassy has restricted travel for all government employees to these areas: the “Galerías” District, between Calles 53 and 54 with Carrera 24 through 27, and the “Plaza de las Americas” District, located at Avenida Primera de Mayo between Carrera 68 and Avenida Boyaca.
- As of this writing, thousands of Colombian coffee farmers have gone on strike to demand greater support from the government to bolster the ailing industry. In recent years, Colombia’s coffee industry has suffered dramatically due to an onslaught of troubles, including crop disease, heavy rains, flooding, lower international prices, and an overvalued national currency. According to media outlets, demonstrators have set up roadblocks in 10 unnamed regions throughout the country. Riot police have clashed with these protestors on orders to not allow any of these roadblocks to stand, which has left at least 59 farmers injured. Although most of the unrest has been reported as taking place in rural Colombia, the traveler should be aware of the situation and cognizant that the turmoil has the potential of spilling over into the capital. In such an instance, it’s strongly advised that the traveler avoid any large crowds, especially those that appear to be of a political nature.
- There has been an increase in criminal activity in Bogotá since 2010. Armed and violent robberies are of particular concern. Inherently, foreign nationals can be soft targets for violent and petty crime. Thus, the traveler should avoid displaying items of wealth or nationality, and leave his passport at a secure location within the hotel, preferably the hotel safe.
- The Traveler should be aware that the even though the Sheraton Hotel is popular among foreign travelers because of the perceived safety it provides, it is that very perception and popularity that makes visitors a soft target for criminals. Therefore, hastily planned activities should be done at or near the accommodation site in order to limit exposure.

General Resources/Recommendations:

Emergency telephone numbers are as follows;

Police: 112/123 Ambulance: 125 Fire: 119 Rescue: 156
Traffic Accidents 127

While we understand that the traveler’s primary business is at the US Embassy, he should none-the-less register his trip with their office. The embassy provides a free SMS alert service with updates on the security situation. For more details and registration information, traveler should visit <http://bogota.usembassy.gov/service.html> or otherwise contact the office at:

Address: U.S. Embassy in Bogotá, Colombia Calle 24 Bis No. 48, Bogotá Telephone: (+571) 275 2000 Fax: (+571) 275 4600 Email: AmbassadorB@state.gov Office hours: Monday - Friday: 07:00-15:30 (local)

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